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**IPEDS**

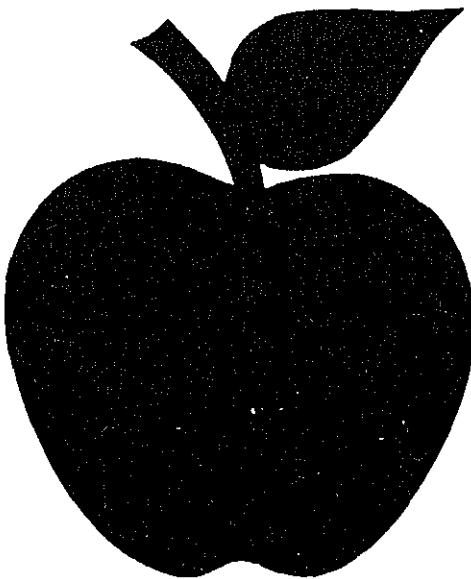
- Vol - I .

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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**FOUR- AND TWO-YEAR INSTITUTIONS  
JANUARY 1986  
FORMS**



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# **IPEDS**

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## **INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM**

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FOUR- AND TWO-YEAR INSTITUTIONS  
JANUARY 1986  
FORMS



**Completion Instructions**—when the survey is completed, to your State Coordinator for forwarding to the National Center for Education Statistics (NCES). If your institution is not represented by a Coordinator at the State level, return the form directly to:

IPEDS Processing Center — VSE  
P.O. Box 4907  
Alexandria, VA 22303-0907



**Questions**—If there are any questions about this form, contact:

Susan G. Broyles  
(202) 254-6503



**Due Date—January 31, 1986**

*This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.*

Numbers

RAL INFORMATION ( )

FINANCIAL AID OFFICE ( )

ADMISSIONS OFFICE ( )

## PART A ORGANIZATION AND ACCREDITATION

### Institution (entity) covered by this report is:

- A single institution offering instructional programs at one or more sites. Go to Question 2.  
 Part of a multi-institution system

Name of institutional system: \_\_\_\_\_

This institution is a (type of institution):

- (1)  Central office or system office — Please stop and return the form to NCES.
- (2)  Administratively equal institution. Go to Question 2.
- (3)  Parent institution. Go to Question 2.
- (4)  Branch institution (Please continue)

Please provide name and address of parent institution

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Indicate below (with an X in the appropriate column) whether the institutional records specified are maintained separately, by the branch, or by the parent institution listed above:

Record or type of Information	Maintained by	
	Branch	Parent Institution
(a) Student records		
(b) Staff records		
(c) Revenues and expenditures		

### Institutional Control or Relationship (Check all that apply):

#### BLIC

- Federal  
 State  
 Territorial  
 School District

#### PRIVATE

- Profit Making  
 Nonprofit  
 a. Independent (No religious affiliation)  
 b. Religious Affiliation

**Least One But Less Than Two Academic Years**

Associate's Degree

Postsecondary Certificate, Award or Diploma of At Least Two But Less Than Four Academic Years

Bachelor's Degree

One academic year equals 30 semester credit hours or its equivalent, or 900 contact hours.

Does this institution offer any formally organized programs (either academic or occupational) with well defined course requirements that do not lead to a formal award?

**s Institution is accredited by the following (Check all that apply)**

**any programs in this institution have specialized accreditation recognized by the U.S. Department of Education**  
refer to the attached list.

No      b.  Yes      If yes, please list the specialized program accreditations by code number in the spaces provided

**ENCY CODES:**

ENZYME CODES: \_\_\_\_\_

ENCY CODES: \_\_\_\_\_

Digitized by srujanika@gmail.com

RT B CALENDAR, ADMISSION REQUIREMENTS AND SERVICES

**Predominant calendar system at this Institution (Check one)**

Semester (4)  4-1-4 Plan  
 Quarter (5)  Differs Program by Program  
 Trimester (6)  Other (Specify) \_\_\_\_\_

Please check below all locations where credit/non-credit courses are offered

CREDIT

- In-State
- Out-of-State
- Abroad

NON-CREDIT

- a.  In-State
  - b.  Out-of-State
  - c.  Abroad

Please check below all facilities where credit/non-credit courses are offered

## CREDIT

- On-campus
- Correctional facility
- Local Education Agency facility
- Other Government facility
- Non-Government facility
- Other

NON-CREDIT

- a.  On-campus
  - b.  Correctional facility
  - c.  Local Education Agency facility
  - d.  Other Government facility
  - e.  Non-Government facility
  - f.  Other

**Does your institution offer credit courses at military installations? (Check all that apply.)**

In States and/or Territories      b.  Abroad      c.  No credit courses offered

apply):

### **redit activitles**

- 1)  Work in a program-related setting with pay  
2)  Work in a program-related setting without pay  
3)  Home Study  
 Correspondence  
 Radio and TV  
 Newspaper

b. Non-credit activities

- (1)  Work in a program-related setting with pay
  - (2)  Work in a program-related setting without pay
  - (3)  Home Study
    - Correspondence
    - Radio and TV
    - Newspaper

**Selected student services offered by your institution (Check all that apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Remedial instructional programs           | (6) <input type="checkbox"/> Assistance for the hearing impaired         |
| <input type="checkbox"/> Academic/career counselling               | (7) <input type="checkbox"/> Access for the mobility impaired            |
| <input type="checkbox"/> Employment services for current students  | (8) <input type="checkbox"/> On-campus day care for children of students |
| <input type="checkbox"/> Placement services for program completers | (9) <input type="checkbox"/> None of the above                           |
| <input type="checkbox"/> Assistance for visually impaired          |  |

**STUDENT CHARGES FOR ACADEMIC YEAR 1985-86**

**IN AND REQUIRED FEES** (Use in-State charges, if applicable)

**Does your institution enroll any full-time students?**

- b.  Yes, please continue

**Application fee for admission required by your institution:**

- b.  Yes  
\$ \_\_\_\_\_ Undergraduate amount  
\$ \_\_\_\_\_ Graduate amount

**full-time undergraduate students, are there different tuition and fees charges for**

different undergraduate levels (e.g. freshman, sophomore, junior, senior).

- No       Yes

Different undergraduate instructional programs?

- No       Yes

**do you charge full-time undergraduate students?**



**Range of credit hours covered by this flat fee:**

- c.  No full-time undergraduate students

**cal tuition and required fees for a full-time student for the 1985-86 academic year.**

(NOT include room and board charges)

### **Undergraduate student**

**AMOUNT**

(4) \$ \_\_\_\_\_ Optometry (O.D.)

(5) \$ \_\_\_\_\_ Osteopathic Medicine (D.O.)

(6) \$ \_\_\_\_\_ Law (LL.B. or J.D.)

(10) \$ \_\_\_\_\_ Theology (M.Div. or M.B.L.)

(11) \$ \_\_\_\_\_ Other (Specify) \_\_\_\_\_

**7. Do you provide dormitory facilities for your students?**

- a.  No      b.  Yes      If yes, please list the typical room charges for a student for the 1985-86 academic year  
Amount \$ \_\_\_\_\_

**8. Do you provide meal plans for your students?**

- a.  No      b.  Yes      If yes, please list the typical board charges for a student for the 1985-86 academic year  
Amount \$ \_\_\_\_\_  
Days per week for which board charge is applicable (Check one):  
5 days       6 days       7 days

**9. For full-time undergraduate students, please report the standard or average amounts for the following amounts used by your financial aid office for computing student financial aid awards:**

	Amount (whole dollars)
a. Books and supplies	\$ _____
b. Transportation	\$ _____
c. Room and board (for non-dormitory students)	\$ _____
d. Miscellaneous expenses	\$ _____

**PART D PARTICIPATION IN FEDERAL PROGRAMS**

**1. Is this institution eligible to participate in any of the following Federal student financial aid programs? (Check all that apply for the current academic year)**

- (1)  Veterans Administration (VA)      (6)  National Direct Student Loans  
(2)  Pell Grants      (7)  Higher Education Assistance Act  
(3)  Supplementary Educational Opportunity Grants (SEOG)      (8)  Other Federal student aid programs  
(4)  Guaranteed Student Loans (GSL)      (9)  Not eligible for any of the above programs  
(5)  College Work Study (CWS)

**2. Does this institution offer instruction through the Job Training Partnership Act (JTPA)?**

- a.  No      b.  Yes      c.  Do not know

**3. Does this institution offer training through the Reserve Officers Training Corps (ROTC)?**

- a.  No      b.  Yes (Check all that apply)  
(1)  Army      (3)  Air Force  
(2)  Navy

CIP CODE

PROGRAM TITLE

ditional sheets if necessary)

ny persons are employed full time at this institution?

ss Than 15      b.  15 or More

nstitution:

// instructional faculty employed on a part-time basis?

Yes

/ instructional faculty contribute services (e.g., are members of a religious order), or are they *all* military personnel?

Yes

/ instructional faculty teach preclinical or clinical medicine?

Yes

the report.

**Name and Address**—Enter the full name and mailing address of the institution, including 9-digit zip code (if known), as it appears in an institutional listing.

**Title of Chief Administrator of Institution**—Enter the title of the chief administrator of the entity covered by this example: President, Chancellor, Provost, etc.)

**Telephone Numbers**—Enter the telephone numbers for general

- use.
- Location of Institution**—Enter the name of the city or dependent city in which your administrative unit is located.
- Congressional District**—Enter the number(s) of the congressional district(s) in which the institution is located. If physically located in more than one congressional district, indicate the number of each district and place an asterisk (\*) next to the number of the district in which the main administrative office is located.

## IOD OF REPORT

mation as of the 1985-86 academic year, or the period July 1, 1985 through June 30, 1986.

## STRUCTIONS FOR PART A ORGANIZATION AND ACCREDITATION

**nal Type**—Indicate in the appropriate box the type of organization covered by this report. This question pertains to organizational administration, not to the location of instruction which is covered in Part B.

Check box a. if your institution operates independently of any other institution. It may conduct classes at one or more sites, but would not have other operating branches in any other locations.

If your institution is part of a multi-campus institution or part of a system of institutions, please check box b. and identify the type of the institutional system. Also please identify the type of institution your unit represents within this system, as follows:

Check box 1 if your unit is a central or system office, i.e., directly an administrative component. No further information is needed, please return this form to NCES.

Check box 2 if your institution is one of the administratively-equal campuses of a central administration or system.

If your institution is a parent institution (please see definition), please check box 3 and send NCES a list of all branch campuses. Indicate with an asterisk (\*) those schools for which the parent institution maintains all student and financial records. [NOTE: IPEDS will not survey these branches separately, but will send one set of all survey forms to the parent institution.]

Box 4 should be checked if your institution is a branch institution (see definition). Please also indicate which records are separately maintained by your institution and which are maintained by the parent institution.

**ual Control or Relationship**—Indicate the appropriate control or relationship under which the institution operates. (A religious group need not imply financial backing.)

**Level of Offering**—Check all applicable levels for all programs offered at this institution. Program levels are identified on the basis of either recognition for their completion, or dual combination thereof.

(1) through (4) — Note that these categories are determined on the basis of *length* of programs. Do not designate categories on the basis of the terminology used by the institution to describe these completions. All references to length should be interpreted to mean the equivalent of full-time academic years; that is, at least 1 but less than 2 years of the number of credits or the courseload that would be completed by a full-time student attending within the specified periods. One academic year equals 30 semester credits or its equivalent, or 900 contact hours of instruction.

(5), (7), (9), and (10) — Indicate those degree levels at which the institution is authorized to make formal awards.

(6), (8), (11) — Indicate programs for which the institution offers informal recognition at these levels. Examples might be credit hours needed to complete licensure requirements or refresher courses in any technical or professional area; or of competency (for example, in performing arts); or work that does not meet the requirements for the degree but constitutes an organized body of study authorized by the institution.

**No Formal Award Programs**—Indicate whether the institution offers programs with stated occupational objectives and defined completion requirements that do not lead to a formal award.

**Institutional Accreditation**—Indicate the types of agencies that accredit this institution.

**Programmatic Accreditation**—If this institution has programs that have specialized accreditation by programmatic accrediting agencies recognized by the U.S. Department of Education, indicate the names of these accrediting agencies.

gram by program.

**Location of Course Instruction**—Indicate all locations where non-credit courses are offered. The intent of this item is to distinguish between geographically dispersed sites used for instructional offerings. Do not use the category of "Abroad" to refer to study-abroad programs that involve travel or visitation in other countries.

**Facilities Used for Course Instruction**—Indicate all of the facilities at which credit or non-credit course instruction is offered. Do not include facilities such as rented space on or adjacent to the college campus.

**Instruction at Military Installations**—Indicate whether your institution offers credit courses at military installations in States and/or abroad.

**Admission Requirements**—This item refers to undergraduate admissions only. Check the types of information that are used in the selection process for entering freshmen to your institution.

**High School Percentile**—Indicate the average percentile rank of all students in your last entering freshman class. Compute by summing the percentile ranks for all entering freshmen and divide by the number of entering freshmen included.

delivery systems (telecourses, etc.)

**Modes of Instruction**—For credit and non-credit activities, indicate from the choices listed all of the types of delivery that are employed by the institution at any of its locations. This list is not intended to be exhaustive, and omit traditional instructional modes.

a. Experience in a job-related setting, with pay, or in programs in which substantial periods of academic work alternate with work for pay in industries and occupations which are the objectives of the program. It could be employment held simultaneously with instructional activities if employment was considered an integral part of the program. Include research and teaching assistantships here.

b. Experience in a job-related setting, without pay, or in student/practice teaching or unpaid internships.

**Selected Student Services**—Indicate which of the services are provided for students at the institution. Check "services" if the institution has either required or voluntary services designed to raise basic achievement levels or to improve skills. Include day care if the service is available, whether employees are charged a fee.

## INSTRUCTIONS FOR PART C STUDENT CHARGES

### Instructions

It is important to realize that tuition and required fees and room and board may not be the same for all students at an institution. Please be guided by the following:

Tuition and fees charged to In-State students if charges

All fixed sum charges which are REQUIRED of such a portion of all students that the student who does not pay is an exception.

Do not include any charges which are clearly optional.

If your institution has a single lump-sum charge for tuition, room, room and board, please apportion the lump-sum among the appropriate categories to answer questions on fees.

### Items to be Completed

**Number of Full-Time Students**—Indicate if your institution enrolls students on a full-time basis. If not, skip to Part D.

**Application Fee**—If your institution charges an application fee, indicate the amount.

**Variations**—This applies to full-time undergraduate students. Indicate whether there are different tuition and fees for the different undergraduate levels or different instructional programs.

Provide the dollar amount of tuition and required fees for each year most frequently charged to each of the types of students indicated. If tuition is charged on a per credit hour basis, multiply the charge per credit hour by the number of hours normally required per academic year to come up with the amount charged at the level indicated.

a. Undergraduate students include (1) those who have attained a bachelor's degree; (2) all students in degree programs which require at least 4 years but less than 6 years of college work; and (3) all students in vocational or general study programs requiring 1, 2, or more years of college work and which are designed to prepare for immediate employment, or to provide general knowledge rather than as the first 1, 2, 3 years of a bachelor's degree program.

b. Graduate students are those who have attained a standard bachelor's degree or first-professional degree, or are or could be candidates for master's or doctoral degrees. DO NOT include candidates for the degrees of D.D.S., D.M.D., M.D., O.D., D.O., D.V.M., LL.B., or other first-professional degrees.

**Tuition and Required Fees for First-Professional Programs**—Enter in the spaces provided the dollar amount of tuition and required fees for an academic year charged to full-time students in each of the first-professional programs offered at this institution.

Estimate the proportions of the total charge in each of the categories.

#### **INSTRUCTIONS FOR PART**

10

## PARTICIPATION IN FEDERAL PROGRAMS

*Eligibility for Federal Programs*—Indicate for which of these federal programs the institution is eligible. This list is not intended exhaustive.

**Job Training Partnership Act**—Indicate whether this institution receives instruction through the Job Training Partnership Act (JTPA).

average amount for students not living in dormitory  
is eligible for student financial aid, report the  
by the financial aid office for computing awards.  
estimate these amounts.

## **II. INSTRUCTIONS FOR PART**

5

#### **ADDITIONAL INFORMATION**

Section should be completed by institutions that are new to the S-universe.

**Instructional Programs**—Please list the CIP code and title of all instructional programs offered at your institution. Use the attached form from the Classification of Instructional Programs (CIP) to combine program codes and titles.

- 3. Reserve Officer Training Corps**—Indicate which institution participates in programs under the sponsorship of the Armed Forces. Check all those services that have programs recognized by the institution.

- 2. Full-Time Staff**—Please Indicate how many employees at your institution according to the categories listed below.

**3. Instructional Faculty**—This Item refers to ALL instructional faculty. Please answer parts a, b, and c.

GT	graduate programs)		gree programs)
	ENGINEERING TECHNOLOGY (associate and baccalaureate degree programs)	American Medical Association, Committee on Allied Health Education and Accreditation	
Bureau of Health Education Schools		17.1 APCP	ASSISTANT TO THE PRIMARY CARE PHYSICIAN
AB	MEDICAL ASSISTANT EDUCATION (private schools and programs)	17.2 BBT	SPECIALIST IN BLOOD BANK TECHNOLOGY
AB	MEDICAL LABORATORY TECHNICIAN EDUCATION (private schools with associate degree and certificate programs)	17.3 CYTO	CYTOTECHNOLOGIST
	ALLIED HEALTH EDUCATION (private schools and programs)	17.4 DMS	DIAGNOSTIC MEDICAL SONOGRAPHER
Commission on Education for Health Services Administration		17.5 EEG	ELECTROENCEPHALOGRAPHY SPECIALIST
	HEALTH SERVICES ADMINISTRATION (graduate degree programs)	17.6 EMT	EMERGENCY MEDICAL TECHNICAL PARAMEDIC
Council on Education in Journalism and Mass Communication		17.7 HT	HISTOLOGIC TECHNICIAN/TECHNICIAN
IR	JOURNALISM (professional, baccalaureate and graduate degree programs)	17.8 MAC	MEDICAL ASSISTANT
Academy of Microbiology		17.9 MLTAD	MEDICAL LABORATORY TECHNICIAN (associate degree)
B	MICROBIOLOGY (postdoctoral programs)	17.10 MLTC	MEDICAL LABORATORY TECHNICIAN (certificate)
Assembly of Collegiate Schools of Business		17.11 MRA	MEDICAL RECORD ADMINISTRATOR
	BUSINESS (baccalaureate and graduate programs in business and management)	17.12 MRT	MEDICAL RECORD TECHNICIAN
SA	BUSINESS (baccalaureate and master's programs in accountancy)	17.13 MT	MEDICAL TECHNOLOGIST
Association of Bible Colleges		17.14 NMT	NUCLEAR MEDICINE TECHNOLOGIST
	BIBLE COLLEGE EDUCATION (Bible colleges and Institutes offering undergraduate programs)	17.15 OMA	OPHTHALMIC MEDICAL ASSISTANT
Association for Marriage and Family Therapy		17.16 OT	OCCUPATIONAL THERAPIST
CC	MARRIAGE AND FAMILY THERAPY (clinical training programs)	17.17 PERF	PERFUSIONIST
CD	MARRIAGE AND FAMILY THERAPY (graduate degree programs)	17.18 RAD	RADIOGRAPHER
Association of Nurse Anesthetists		17.19 RSTH	RESPIRATORY THERAPIST
EST	NURSE ANESTHESIA (professional schools/programs)	17.20 RSTHT	RESPIRATORY THERAPY TECHNICIAN
Bar Association		17.21 RTT	RADIATION THERAPY TECHNOLOGIST
/	LAW (professional schools)	17.22 SURGA	SURGEON'S ASSISTANT
Board of Funeral Service Education		17.23 SURGT	SURGICAL TECHNOLOGIST
BER	FUNERAL SERVICE EDUCATION (Independent schools and collegiate departments)	American Optometric Association	
College of Nurse-Midwives		18.1 OPT	OPTOMETRY (professional program)
WF	NURSE MIDWIFERY (basic education programs)	18.2 OPTR	OPTOMETRY (residency program)
Council on Pharmaceutical Education		18.3 OPTT	OPTOMETRY (technician program)
AR	PHARMACY (professional degree programs)	American Osteopathic Association	
Dental Association		19.1 OSTEO	OSTEOPATHIC MEDICINE (leading to D.O. degree)
	DENTAL ASSISTING	American Physical Therapy Association	
	DENTAL HYGIENE	20.1 PTA	PHYSICAL THERAPY (professional programs)
	DENTAL TECHNOLOGY	20.2 PTAA	PHYSICAL THERAPY (program for physical therapist assistant)
		American Podiatric Medical Association	
		21.1 POD	PODIATRY (professional and graduate programs)
		American Psychological Association	
		22.1 CLPSY	PSYCHOLOGY, CLINICAL (degree programs)
		22.2 COPSY	PSYCHOLOGY, COUNSELING (degree programs)

on Veterinary Medical Association	37.1 ARCH	ARCHITECTURE (professional programs)
OVET VETERINARY MEDICINE (two-year program for the animal technician)	38.1 PNE	NATIONAL ASSOCIATION OF PRACTICAL NURSE EDUCATION AND S
ET VETERINARY MEDICINE (professional programs leading to D.V.M. or V.M.D. degrees)		NURSING (practical nurse programs)
ion for Clinical Pastoral Education		NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN
AST CLINICAL PASTORAL EDUCATION (basic, advanced, and supervisory clinical pastoral education programs)	39.1 ART	ART (professional schools and pro
on of Advanced Rabbinical and Talmudic Schools	40.1 DANCE	NATIONAL ASSOCIATION OF SCHOOLS OF DANCE
ABN RABBINICAL AND TALMUDIC EDUCATION (advanced Rabbinical and Talmudic schools)	41.1 MUS	NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC
on of Independent Colleges and Schools		MUSIC (baccalaureate and gradu
RCB BUSINESS (private junior colleges and business schools)	42.1 THEA	THEATRE (professional schools and
RCB BUSINESS (private senior colleges and business schools)	43.1 NATTS	NATIONAL ASSOCIATION OF TRADE AND TECHNICAL SCHOOLS
PB BUSINESS (private postsecondary schools and programs)	43.2 NDNAT	OCCUPATIONAL, TRADE AND T
on of Theological Schools in the United States and Can-		EDUCATION (associate and bac
HEOL THEOLOGY (graduate schools of theology)		degree programs)
on Chiropractic Education	44.1 TED	OCCUPATIONAL, TRADE AND T
HIRO CHIROPRACTIC (programs leading to D.C. degree)		EDUCATION (non-degree programs)
on Education for Public Health		NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION
HE COMMUNITY HEALTH EDUCATION (graduate programs)	45.1 NHSC	TEACHER EDUCATION (baccala
HPM COMMUNITY HEALTH/PREVENTIVE MEDICINE (graduate programs)		graduate degree programs)
H PUBLIC HEALTH (graduate schools of public health)		NATIONAL HOME STUDY COUNCIL
on Social Work Education	46.1 ADNUR	HOME STUDY EDUCATION (ass
W SOCIAL WORK (baccalaureate and master's degree programs)	46.2 DNUR	higher degree programs)
on for Interior Design Education Research	46.3 NUR	NATIONAL LEAGUE FOR NURSING, INC.
DER INTERIOR DESIGN (professional and technical programs)	46.4 PNUR	NURSING (associate degree progr
Committee on Medical Education		NURSING (diploma programs)
ED MEDICINE (programs leading to M.D. degree)		NURSING (baccalaureate and hig
Accreditation Council for Agencies Serving the Blind and Handicapped		programs)
/H BLIND AND VISUALLY HANDICAPPED EDUCATION (postsecondary vocational education programs)	47.1 FOR	NATIONAL SOCIETY OF AMERICAN FORESTERS
		FORESTRY (baccalaureate and p
		rofessional degree programs)
		COMMISSION ON OPTICIANRY ACCREDITATION
	48.1 OPD	OPTICIANRY (2-year programs fo
	48.2 OPLT	almic dispenser)
		OPTICIANRY (1-year program for
		mic laboratory technician)

**IC PROGRAM.** Instructional program of a professional or vocationally specific nature leading toward an associate's, b., master's, doctor's, or first-professional degree or resulting units that can be applied to one of these degrees.

**IC YEAR.** The period of time generally extending from September to June; usually equated to two semesters or trimesters, quarters, or the period covered by a 4-1-4 plan.

**ITING AGENCIES.** Agencies that establish operating standards for educational or professional institutions and programs, the extent to which the standards are met, and publicly their findings.

**TRATIVELY EQUAL INSTITUTION.** Separately organized independently administered site or campus with its own full admission and records system within an institutional system. Institution may report to a systems office but does not report to institution.

**ON TEST SCORES.** Scores on standardized admissions or special admission tests.

**E'S DEGREE.** Normally requires at least 2 but less than 4 years of full-time equivalent college work.

**DOR'S DEGREE.** Normally requires at least 4 but not more than 6 years of full-time equivalent college work. This includes ALL degrees conferred in a COOPERATIVE or WORK-PLAN or PROGRAM. A cooperative plan provides for classroom attendance and employment in business, Industry, government; thus, it allows the student to combine actual work experience with his college studies. Also includes bachelor's degrees which the normal 4 years of work is completed in 3 years.

**CHARGES.** The charge for an academic year for meals, tuition, room, and board per week.

**INSTITUTION.** A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses.

**OFFICE OR SYSTEM OFFICE.** The administrative component responsible for supervision of a multi-institutional system.

**CATE.** A formal award certifying the satisfactory completion of a postsecondary education program.

**DMINISTRATOR.** The principal administrative official responsible for the direction of all affairs and operations of a postsecondary educational institution or that component of an organization that offers postsecondary education and may report to a government agency.

**ASSIFICATION OF INSTRUCTIONAL PROCESSES.** Publication that classifies instructional programs and terminology for curriculum and instruction in local and state systems and postsecondary institutions.

If a course with an enrollment of 20 students meets three hours per week for 15 weeks, the number of student-contact hours is  $20 \times 3 \times 15 = 900$ . Similarly, if a course with an enrollment of 20 students meets eight hours per day for two days, the number of student-contact hours is  $20 \times 8 \times 2 = 320$ .

**CORRESPONDENCE.** Method of instruction with study of structured units of information and accompanying materials sent completely through the mail.

**COUNSELING SERVICE.** Activities designed to assist students in making plans and decisions related to their education and personal development.

**CREDIT.** Recognition of attendance and/or performance in a instructional activity (course or program) that can be applied to requirements for a degree, diploma, certificate, or other formal award at a given institution.

**CREDIT COURSE.** A course that, if successfully completed, can be applied toward the number of courses required for a degree, diploma, certificate, or other formal award at a given institution.

**DAY CARE SERVICE.** Activities designed to provide care and protection of infants, preschool, and school age children so their parents can participate in postsecondary education programs.

**DEGREE.** An award conferred by a college, university, or postsecondary education institution as official recognition of successful completion of a program of studies or, in some instances, as recognition for outstanding achievement or service.

**DIPLOMA.** A formal document certifying the successful completion of a prescribed program of studies.

**DOCTOR'S DEGREE.** Requires work at the graduate level that terminates in a doctor's degree. The doctor's degree may include such degrees as Doctor of Education, Doctor of Science, Doctor of Public Health, and the Ph.D. degree. It may be in a field such as agronomy, food technology, education, engineering, administration, ophthalmology, radiology, etc. (In the case of the Doctor of Public Health, the prior professional degree was earned in the closely related professional field of medical or sanitary engineering.)

**EMPLOYMENT SERVICE FOR CURRENT STUDENTS.** Intended to assist students in obtaining part-time employment as means for defraying part of the cost of their education.

**FIRST-PROFESSIONAL CERTIFICATE (POST-DEGREE).** Requires completion of an organized program of study for persons who have completed the first-professional degree. Examples could be refresher courses, or additional units of study in a specialty or subspecialty.

**FIRST-PROFESSIONAL DEGREE.** Requires completion of a program that meets all three of the following criteria: (1) completion of the academic requirements to begin practice in the profession; (2) at least 2 years of college work prior to entrance to the program; and (3) completion of a program of study in the profession.

AN. A first year undergraduate student.

**E STUDENT.**

**Graduate:** A student enrolled for either 12 or more semester credits; 12 or more quarter credits; or 24 contact hours per week each term.

A student enrolled for either 9 or more semester credits, or 9 or more quarter credits.

**Professional:** As defined by the institution.

**TE STUDENT.** A student who holds a bachelor's or first-  
al degree, or equivalent, and is working toward a mas-  
-tor's degree.

**TEED STUDENT LOANS (GSL)/FEDERALLY INSURED  
LOANS (FISL).** (Public Law 89-329, as amended, Pub-  
-95, as amended, Public Law 94-482, Higher Education  
Act, Title IV-B; 20 U.S. Code, sec. 1071 - 1976.) Provides  
erest deferred loans for students attending nearly 4,600  
stitutions of higher education in the United States and  
well as about 4,300 vocational, technical, business, and  
ols.

**IMPAIRED.** Any person whose hearing loss is suffi-  
-ere to adversely affect their educational performance.

**EDUCATION ASSISTANCE LOAN (HEAL).** Provides  
nsured loans to students attending eligible health profes-  
-ools. Sec. 730 of the PHS Act requires HEAL schools to  
records on students' loans granted under this program.

**SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT.** A  
certifying the successful completion of a prescribed sec-  
-hool program of studies, or the attainment of satisfactory  
the Tests of General Educational Development (GED) or  
ate specified examination.

**STUDY.** Method of instruction designed for students who  
distance from the teaching institution. Instructional mate-  
-provided to the student through various media with struc-  
-s of information, assigned exercises for practice, and  
ons to measure achievement, which in turn are submitted  
-hing institution for evaluation.

**STUDENT.** A student who is a legal resident of the  
-hich they attend school.

**ONAL SYSTEM.** Two or more institutions of higher edu-  
-ler the control or supervision of a single administrative

**TIONAL FACULTY.** Members of the Instruction/Re-  
-aff whose primary assignment is instruction including  
-lease time for research.

**NING PARTNERSHIP ACT (JTPA).** Legislation effective  
with Federal Fiscal Year 1984, enabling Private Industry  
PICs) in service areas defined within each State to sup-

has administrative control and direction of a vocational  
program.

**LOCAL RESIDENT.** A student who is a legal resident of  
in which they attend school.

**MASTER'S DEGREE.** Requires the successful completion  
program of study of at least the full-time equivalent of 1 b-  
than 2 academic years of work beyond the bachelor's de-

**MILITARY INSTALLATIONS.** One or more buildings  
owned or operated by the U.S. Army, Navy, Air Force,  
Coast Guard, including Reserves and National Guard.

**MOBILITY IMPAIRED.** Any person who must use a stan-  
dard or electric wheelchair or other assistive device to  
place to place or any person who otherwise finds stairs  
similar physical features impediments to movements.

**MULTI-INSTITUTION SYSTEM.** An institution that has  
two or more sites or campuses responsible to one ad-  
-which may or may not be located on one of the sites or  
or (2) a primary site or main campus with one or more  
attached to it.

**NATIONAL DIRECT STUDENT LOAN PROGRAM (NDL)**  
lic Law 83-329, as amended, Public Law 94-482, Highe  
Act of 1965, Title IV 42 U.S. Code sec. 2571-1976.) H  
funds at higher education institutions for making low-int-  
to needy graduate, undergraduate, and vocational stu-  
ing at least half time.

**NON-CREDIT COURSES.** A course or activity having no  
applicable toward a formal award, certificate, or degree.

**OFF-CAMPUS FACILITY.** A facility located some dis-  
from the educational institution which operates it.

**OUT-OF-STATE STUDENT.** A student who is not a leg-  
of the State in which they attend school.

**PARENT INSTITUTION.** The administrative unit or ins-  
multi-institutional system through which all the system's  
branches, and programs are linked.

**PART-TIME STUDENT.**

**Undergraduate:** A student enrolled for either 1  
-redits or less, or 11 quarter cre-  
-or less than 24 contact hours per

**Graduate:** A student enrolled for either 8  
-redits or less, or 8 quarter credit

**PELL GRANTS.** (Public Law 92-318, as amended,  
94-482, Education Amendments of 1972, Title IV, 20  
sec. 1070a-1976.) A source of Federal student financial  
provides eligible undergraduate students with a floor of funding  
to help them defray the cost of postsecondary education.  
funding, the program provides grants for a minimum of  
maximum of \$1,800 to students, less expected family con-  
but not to exceed one-half of the cost of attendance.  
tuition and fees, books and supplies, room and board.

gram or study, or 60 credit hours beyond the master's does not meet the requirements of academic degrees or's level.

**SECONDARY CERTIFICATE, AWARD OR DIPLOMA (AT 1 ACADEMIC YEAR).** Requires the completion of a at would be completed in less than 1 academic year (2 or 3 quarters) or less than 900 contact hours by a rolled full-time.

**SECONDARY CERTIFICATE, AWARD OR DIPLOMA (AT 2 BUT LESS THAN TWO ACADEMIC YEARS).** Re completion of an organized program of study at the postsec- el of instruction of at least one but less than two full-time academic years, or designed for completion in at least than 60 credit hours, or in at least 900 but less than contact hours.

**SECONDARY CERTIFICATE, AWARD OR DIPLOMA (AT 3 BUT LESS THAN FOUR ACADEMIC YEARS).** Re completion of an organized program of study at the postsec- el in at least two but less than four full-time equivalent years, or designed for completion in at least 60 but less edit hours, or at least 1,800 but less than 3,600 contact

**SECONDARY EDUCATION.** The provision of a formal in- program whose curriculum is designed primarily for no have completed the requirements for a high school its equivalent. This includes programs whose purpose is vocational, and continuing professional education, and vocational and adult basic education programs.

**SEMI-CALENDAR SYSTEM.** The method by which an structures most of its courses for the calendar year.

1. A combination of courses and related activities organ- attainment of broad education objectives as described ution.

**SCHOOL WITH NO FORMAL AWARD.** Any formally organized h stated occupational objectives and well defined com- irements that does not lead to a formal award.

**CALENDAR SYSTEM.** An academic year consisting of called quarters of about 12 weeks each. The range may to 15 weeks. There may be an additional quarter in the

**INSTRUCTIONAL PROGRAM.** Instructional activities r students deficient in the general competencies neces- regular postsecondary curriculum and educational set-

**RESIDENCE.** A person's permanent address as determined by nce as a driver's license or voter registration. For enter- en, residence may be legal residence of a parent or

**HABITATIONAL REQUIREMENTS.** Policies or laws requiring habita- particular place for a specified period of time.

**SPECIAL ADMISSIONS TEST.** Tests prepared by o- lar institution, or State (for State institutions) and ad- the institution, for purposes of determining prospec- skills and competencies.

**STANDARDIZED ADMISSIONS TESTS.** Tests pre- ministered by an agency independent of any postsec- tion institution, for purposes of making available to students, information about the students academic relative to a national sample. Examples are the Schol- Test (SAT) and the American College Testing (ACT).

**SUPPLEMENTARY EDUCATIONAL OPPORTUNITY (SEOG).** Public Law 92-318, as amended, Public Higher Education Act of 1965, Title IV, Subpart A-2, 2 sec. 1070b - 1976.) Federal grants that provide financial aid to high-school graduates with exceptional financial need them to attend college. The grants are made directly of higher education, which select students for the awards awarded to students shall not exceed \$1,500 per year the amount of other student aid provided by the ins- ever, every grant must be matched by the institu- source under its control (including the College Work-S and Direct Student Loans) or from public or private Undergraduates must be enrolled on at least a half Graduate students are not eligible for support under (Note: Grant limitations are subject to change with re- lation.)

**TEST OF ENGLISH AS A FOREIGN LANGUAGE (T** standard test designed to determine an applicant's ab- from instruction in English.

**TRIMESTER.** An academic year consisting of 3 term weeks each.

#### **TUITION AND REQUIRED FEES.**

**Tuition:** Amount of money charged to stu- tional services. Tuition may be charged per course, or per credit.

**Required Fees:** Fixed sum charged to students for ser- ered by tuition and required of such a tion of all students that the student pay the charge is an exception.

**UNDERGRADUATE.** A student enrolled in a four or f elor's degree program, in an associate's degree pro- vocational or technical program below the baccalaureate

**UNIVERSITY WITHOUT WALLS/OPEN UNIVERSITY.** nstitutional institutions with open admissions policies campus residency requirements and often use non-trad- ery systems (telecourses, etc.).

**VETERANS ADMINISTRATION EDUCATION (VA).** Those benefits that are paid for student as- proved postsecondary education institutions for three cificaries: surviving wives and children, discharged



**Completion Instructions**—when the survey is completed, return to your State Coordinator for forwarding to the National Center for Education Statistics (NCES). If your institution is not represented by a Coordinator at the State level, return the survey form directly to:

IPEDS Processing Center — VSE  
P.O. Box 4907  
Alexandria, VA 22303-0907



**Questions**—if there are any questions about this form, contact:

Susan G. Broyles  
(202) 254-6503



**Due Date—January 31, 1986**

*This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.*

			County or Independent City
	State	Zip	Congressional District
Chief Administrator and title		Name of Respondent, title, and phone number	
members INFORMATION ( )		FINANCIAL AID OFFICE ( )	ADMISSIONS OFFICE ( )

## ES OF POSTSECONDARY EDUCATION OFFERINGS

this Institution offer instruction primarily for persons who have completed or left high school?

Yes

No, but eligible for Federal Student Financial Aid  
(Please continue)

No, and *not* eligible for Federal Student Financial Aid  
(If you checked c, please stop here and return the form to NCES)

s Instruction (Check all that apply):

- |   |                              |  |
|---|------------------------------|--|
| Occupational (resulting in entry level job skills)    | (4) <input type="checkbox"/> | Recreational or avocational                                    |
| Academic, leading to a certificate, degree or diploma | (5) <input type="checkbox"/> | Adult basic or remedial instruction or high school equivalency |
| Continuing professional                               |                              |  |

checked ONLY 4 or 5, please stop and return the form to NCES.

## Part A ORGANIZATION AND ACCREDITATION

nstitution (entity) covered by this report is:

A single institution offering instructional programs at one or more sites. Go to Question 2.

Part of a multi-institution system

Name of institutional system: \_\_\_\_\_

This institution is a (type of institution):

- (1)  Central office or system office — Please stop and return the form to NCES.
- (2)  Administratively equal institution. Go to Question 2.
- (3)  Parent institution. Go to Question 2.
- (4)  Branch institution (Please continue)

Please provide name and address of parent institution

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Indicate below (with an X in the appropriate column) whether the institutional records specified are maintained separately at your branch or by the parent institution listed above:

- School District
- County
- Township
- City
- Special District
- Other

- a. Non-denominational Religious Orientation:  
 b. Religious Affiliation  
 Catholic  
 Jewish  
 Protestant (Specify) \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

**Level of Offering (Check all that apply)**

- Postsecondary Certificate, Award or Diploma of Less Than One Academic Year
- Postsecondary Certificate, Award or Diploma of At Least One But Less Than Two Academic Years
- Associate's Degree
- Postsecondary Certificate, Award or Diploma of At Least Two But Less Than Four Academic Years
- Other (Specify) \_\_\_\_\_

One academic year equals 30 semester credit hours or its equivalent, or 900 contact hours.

Does this institution offer any formally organized programs (either academic or occupational) with well defined course requirements that do not lead to a formal award?

- No
- Yes

**Institution is accredited by the following (Check all that apply):**

- National (3)  State Accrediting or Approval Agency
- Regional Accrediting Agency (4)  Not Applicable

Any programs in this institution have specialized accreditation recognized by the U.S. Department of Education  
Refer to the attached list.

- No
- b.  Yes If yes, please list the specialized program accreditations by code number in the spaces provided.

CODES: \_\_\_\_\_

**Part B CALENDAR, ADMISSION REQUIREMENTS AND SERVICES**

**Dominant calendar system at this institution (Check one):**

- Semester (4)  4-1-4 Plan
- Quarter (5)  Differs Program by Program
- Trimester (6)  Other (Specify) \_\_\_\_\_

Please check below all locations where credit/non-credit courses are offered.

**CREDIT**

- In-State
- Out-of-State
- Abroad

**NON-CREDIT**

- a.  In-State
- b.  Out-of-State
- c.  Abroad

Please check below all facilities where credit/non-credit courses are offered.

**CREDIT**

- On-campus
- Off-campus

**NON-CREDIT**

- a.  On-campus
- b.  Off-campus

was the average high school percentile rank of your last entering freshman class?

(average percentile \_\_\_\_\_)

your institution offer (credit/noncredit) activities using any of the following selected modes of instruction? (Check all that apply):

Credit activities

- Work in a program-related setting with pay
- Work in a program-related setting without pay
- Home Study
  - Correspondence
  - Radio and TV
  - Newspaper

b. Non-credit activities

- (1)  Work in a program-related setting with pay
- (2)  Work in a program-related setting without pay
- (3)  Home Study
  - Correspondence
  - Radio and TV
  - Newspaper

Student services offered by your institution (Check all that apply):

Remedial instructional programs

- (6)  Assistance for the hearing impaired

Academic/career counseling

- (7)  Access for the mobility impaired

Employment services for current students

- (8)  On-campus day care for children of students

Placement services for program completers

- (9)  None of the above

Assistance for visually impaired

## **C STUDENT CHARGES FOR ACADEMIC YEAR 1985-86**

AND REQUIRED FEES (Use in-district, in-State charges, if applicable)

your institution enroll any full-time students?

No. Go to Part D      b.  Yes, please continue

Application fee for admission required by your institution?

No      b.  Yes  
Amount \$ \_\_\_\_\_

Full-time students, are there different tuition and fees charges for:

Different student levels (e.g. freshman, sophomore)

No       Yes

Different instructional programs?

No       Yes

Do you charge full-time students?

Flat fee for tuition

Amount: \$ \_\_\_\_\_ Per \_\_\_\_ semester  
\_\_\_\_ quarter  
\_\_\_\_ program  
\_\_\_\_ year

b.  Per hour

Amount: \$ \_\_\_\_\_ Per \_\_\_\_ semester credit hour  
\_\_\_\_ quarter credit hour  
\_\_\_\_ contact hour  
\_\_\_\_ other, specify \_\_\_\_\_

Range of credit hours covered by this flat fee:

Min to Max

5 days

6 days

7 days

al-time students, please report the standard or average amounts for the following items (e.g., the amounts used by your financial aid office for computing student financial aid awards):

	Amount (whole dollars)
Books and supplies	\$_____
Transportation	\$_____
Lodging and board (for non-dormitory students)	\$_____
Miscellaneous expenses	\$_____

## D PARTICIPATION IN FEDERAL PROGRAMS

Institution eligible to participate in any of the following Federal student financial aid programs? (Check all that apply for current academic year)

Veterans Administration (VA)

(6)  National Direct Student Loan (NDSL)

Pell Grants

(7)  Higher Education Assistance Loan (HEAL)

Supplementary Educational Opportunity Grants (SEOG)

(8)  Other Federal student financial aid programs

Guaranteed Student Loans (GSL)

(9)  Not Eligible for any of the above

College Work Study (CWS)

Does this institution offer instruction through the Job Training Partnership Act (JTPA)?

a.  Yes      b.  No      c.  Do Not Know

CIP CODE

PROGRAM TITLE

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(use additional sheets if necessary)

**How many persons are employed full time at this institution?**

Less Than 15      b.  15 or More

**Is this institution:**

Are *all* instructional faculty employed on a part-time basis?

No       Yes

Do *all* instructional faculty contribute services (e.g., are members of a religious order), or are they *all* military personnel?

No       Yes

## INSTITUTIONAL IDENTIFICATION

### General Information

Provide at the top of the report, enter the institution's mailing address and copy your 7-digit ID number from the address label on the cover page. Also enter the area code and phone number of the person responsible for the report.

**Name and Address**—Enter the full name and mailing address of the institution, including 9-digit zip code (if known), as it appears in an institutional listing.

**and Title of Chief Administrator of Institution**—Enter the title of the chief administrator of the entity covered by this report (example: President, Chancellor, Provost, etc.)

**Telephone Numbers**—Enter the telephone numbers for general inquiries, Financial Aid Office, and the Admissions Office.

**Responsible Person**—Enter the name, title, and telephone number of the person responsible for completing this report.

**Location of Institution**—Enter the name of the county or independent city in which your administrative unit is located.

**Congressional District**—Enter the number(s) of the congressional district(s) in which the institution is located. If the institution is physically located in more than one congressional district, indicate the number of each district and place an asterisk (\*) before the number of the district in which the main administrative unit is located.

### B. Types of Postsecondary Offerings

These questions are asked to verify the inclusion of this institution on the NCES list of institutions and agencies offering postsecondary education. Postsecondary education is the provision of formal instructional programs with curricula designed mainly for students who have completed the requirements for a high school diploma or its equivalent. This is to include postsecondary academic, vocational and continuing professional education. It does not exclude avocational and adult basic education programs.

## PERIOD OF REPORT

Information as of the 1985-86 academic year, or the period July 1, 1985 through June 30, 1986.

## INSTRUCTIONS FOR PART A ORGANIZATION AND ACCREDITATION

**Institutional Type**—Indicate in the appropriate box the type of organization covered by this report. This question pertains to organizational administration, not to the location of instruction which is indicated in Part B.

Check box a. If your institution operates independently of any other institution. It may conduct classes at one or more sites, but does not have other operating branches in any other locations.

Check box b. If your institution is part of a multi-campus institution or part of a system of Institutions, please check box b. and identify the name of the institutional system. Also please identify the type of unit your unit represents within this system, as follows:

Check box 1 if your unit is a central or system office, i.e., not an administrative component. No further information is needed, please return this form to NCES.

Check box 2 if your institution is one of the administratively-equal campuses of a central administration or system.

Your institution is a parent institution (please see definition in the Glossary). Please check box 3 and send NCES a list of all branch

Affiliation with a religious group need not imply financial support. Check the appropriate religious affiliation. If the religious affiliation is Protestant or other, specify the denomination. If more than one response is appropriate, check all that apply.

**Level of Offering**—Check all applicable levels for all programs offered at this institution. Program levels are identified on the basis of either recognition for their completion, or duration of completion, or combination thereof.

(1) through (4) — Note that these categories are defined on the basis of length of programs. Do not designate program categories on the basis of the terminology used by the institution to describe these completions. All references to length of program should be interpreted to mean the equivalent of full-time enrollment for one academic year; that is, at least 1 but less than 2 years of full-time enrollment, or the equivalent of 12 semester credits or the equivalent of 300 contact hours of instruction.

program by Program."

**Location of Course Instruction**—Indicate all locations where non-credit courses are offered. The intent of this item is to geographically dispersed sites used for instructional offerings. Do not use the category of "Abroad" to refer to study-abroad that involve travel or visitation in other countries.

**Facilities Used for Course Instruction**—Indicate all of the facilities at which credit or non-credit course instruction is to not include facilities such as rented space on or adjacent campuses.

**Instruction at Military Installations**—Indicate whether your institution offers credit courses at military installations in States and/or abroad.

**Affiliation Requirements**—This item refers to credit programs check the types of information that are used as part of the process for entering freshman to your institution.

**College High School Percentile**—Indicate the average percentile all students in your last entering freshman class. Com-

**7. Modes of Instruction**—For credit and non-credit activities, indicate from the choices listed all of the types of delivery that are employed by the institution at any of This list is not intended to be exhaustive, and omits traditional instructional modes.

- Experience in a job-related setting, with pay, or unpaid programs in which substantial periods of academic alternate with work for pay in industries and occupations which are the objectives of the program. It could be employment held simultaneously with instructional activities if employment was considered an integral part of the program.
- Experience in a job-related setting, without pay, or unpaid student/practice teaching or unpaid internships.

**8. Selected Student Services**—Indicate which of the selected services are provided for students at the institution. Check "Required" if the institution has *either* required or voluntary services designed to raise basic achievement levels or to improve skills. Include day care if the service is available, whether enrollees are charged a fee.

## INSTRUCTIONS FOR PART C STUDENT CHARGES

### General Instructions

Remember that tuition and required fees and room and board may not be the same for all students at an institution. Please be guided by the following:

Report tuition and fees charged to in-district, in-State students (local residents) if there are different charges for each your institution.

Include all fixed sum charges which are REQUIRED of such a proportion of all students that the student who does not pay the charges is an exception.

Do not include any charges which are clearly optional.

If the institution has a single lump-sum charge for tuition, required fees, room, and board, please apportion the lump-sum charges among the appropriate categories to answer questions about tuition or fees.

### Terms to be Completed

**Enrollment of Full-Time Students**.—Indicate if your institution enrolls students on a full-time basis. If not, skip to Part D.

**Application Fee**—If your institution charges an application fee, indicate the amount.

**Tuition Variations**—This applies to local resident full-time students. Indicate whether there are different tuition and fees for the different student levels or different instructional

**5. Typical Tuition and Required Fees**—Enter in the dollar amount of tuition and required fees for a year most frequently charged to each of the types of students indicated. If tuition is charged on a per hour basis, multiply the charge per hour by the number of hours that would be required per academic year to complete a degree or program at the institution.

**6. and 7. Typical Room and Board Charges**—If the institution maintains dormitory facilities, report as room charges (for an academic year) the charge to a typical full-time student sharing with one other student.

Report as the board charge (for an academic year) for a typical student. Check the number of days per week for which the board charges are applicable (5, 6, or 7). If board charges are calculated on a different basis (such as number of meals), estimate the number of days that would be covered by the contract amount.

If the institution makes a combined charge for room and board, estimate the proportions of the total charge in the categories.

**8. Average Cost of Attendance Information**—Enter, if provided, the average amounts a typical full-time student expects to pay/spend to attend your institution. If dormitory or room and board are provided, these charges should be included in questions 6 and 7; report in question 9.c, the average cost of attendance, the amount of money the student will need to pay for tuition, fees, room, board, books, supplies, and personal expenses.

**System**—Indicate the predominant calendar on which your institution operates. If courses or programs are offered on more than one calendar, select the system under which most courses or programs are offered. If there is no predominant calendar system at your institution and the term of each program is different, check "Program by Program."

**Location of Course Instruction**—Indicate all locations where credit and non-credit courses are offered. The intent of this item is to include geographically dispersed sites used for instructional offerings. Do not use the category of "Abroad" to refer to study-abroad programs that involve travel or visitation in other countries.

**Facilities Used for Course Instruction**—Indicate all of the facilities at which credit or non-credit course instruction is offered. Do not include facilities such as rented space on or adjacent to primary campuses.

**Instruction at Military Installations**—Indicate whether your institution offers credit courses at military installations in States, Territories and/or abroad.

**Information Requirements**—This item refers to credit programs and includes the types of information that are used as part of the admission process for entering freshman to your institution.

**High School Percentile**—Indicate the average percentile rank of all students in your last entering freshman class. Com-

pute the average by summing the percentile ranks for all freshmen and divide by the number of entering freshmen in the sum. If it is not possible to compute the average, estimate it.

**Modes of Instruction**—For credit and non-credit activities, indicate from the choices listed all of the types of delivery that are employed by the institution at any of its locations. This list is not intended to be exhaustive, and omit traditional instructional modes.

- a. Experience in a job-related setting, with pay, credit or no pay, in programs in which substantial periods of academic time alternate with work for pay in industries and occupations which are the objectives of the program. It could include employment held simultaneously with instruction if employment was considered an integral part of the program.
- b. Experience in a job-related setting, without pay, credit or no pay, in student/practice teaching or unpaid internships.

**Selected Student Services**—Indicate which of the services listed are provided for students at the institution. Check "Other required or voluntary programs" if the institution has either required or voluntary programs designed to raise basic achievement levels or to improve basic skills. Include day care if the service is available, whether employees are charged a fee.

## INSTRUCTIONS FOR PART C STUDENT CHARGES

### General Instructions

Remember that tuition and required fees and room and board may not be the same for all students at an institution. Please be guided by the following:

Report tuition and fees charged to in-district, in-State students (local residents) if there are different charges for each student at your institution.

Include all fixed sum charges which are REQUIRED of such a student. The proportion of all students that the student who does not pay the charges is an exception.

Do not include any charges which are clearly optional.

If your institution has a single lump-sum charge for tuition, required fees, room, and board, please apportion the lump-sum charges among the appropriate categories to answer questions about tuition or fees.

### Items to be Completed

**Enrollment of Full-Time Students**—Indicate if your institution enrolls students on a full-time basis. If not, skip to Part D.

**Application Fee**—If your institution charges an application fee,

**Typical Tuition and Required Fees**—Enter in the amount of tuition and required fees for each of the three academic years most frequently charged to each of the three types of students indicated. If tuition is charged on a per hour basis, enter the charge per hour by the number of hours that would be required per academic year to complete a degree or program at the institution.

**and Typical Room and Board Charges**—If the institution maintains dormitory facilities, report as room charges (per academic year) the charge to a typical full-time student sharing a room with one other student.

Report as the board charge (for an academic year) the charge for a typical student. Check the number of days per week that the board charges are applicable (5, 6, or 7). If board charges are calculated on a different basis (such as number of meals), estimate the number of days that would be covered by the contract amount.

If the institution makes a combined charge for room and board, estimate the proportions of the total charge in the two categories.

programs the institution is eligible. This list is not intended  
nclusive.

offers instruction through the Job Training Partnership Ac

## INSTRUCTIONS FOR PART **E** ADDITIONAL INFORMATION

tion should be completed by institutions that are new to the  
universe.

*Instructional Programs*—Please list the CIP code and title of all  
onal programs offered at your institution. Use the attached  
rom the Classification of Instructional Programs (CIP) to  
ne program codes and titles.

2. *Full-Time Staff*—Please indicate how many persons  
ployed at your institution according to the categories sho

3. *Instructional Faculty*—This item refers to *ALL* instruc  
ulty. Please answer parts a, b, and c.

	and baccalaureate degree programs)	American Medical Association, Committee on Allied Health Education Schools
AAB	MEDICAL ASSISTANT EDUCATION (private schools and programs)	17.1 APCP ASSISTANT TO THE PRIMARY CARE PHYSICIAN
LTAB	MEDICAL LABORATORY TECHNICIAN EDUCATION (private schools with associate degree and certificate programs)	17.2 BBT SPECIALIST IN BLOOD BANK TECHNOLOGY
HE	ALLIED HEALTH EDUCATION (private schools and programs)	17.3 CYTO CYTOTECHNOLOGIST
ing Commission on Education for Health Services Adminis-		17.4 DMS DIAGNOSTIC MEDICAL SONOGRAPHER
SA	HEALTH SERVICES ADMINISTRATION (graduate degree programs)	17.5 EEG ELECTROENCEPHALOGRAPHIC ENDOLOGIST
ing Council on Education in Journalism and Mass Commu-		17.6 EMT EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC
OUR	JOURNALISM (professional, baccalaureate and graduate degree programs)	17.7 HT HISTOLOGIC TECHNICIAN/TECHNICIAN
n Academy of Microbiology		17.8 MAC MEDICAL ASSISTANT
IICB	MICROBIOLOGY (postdoctoral programs)	17.9 MLTAD MEDICAL LABORATORY TECHNICIAN (associate degree)
n Assembly of Collegiate Schools of Business		17.10 MLTC MEDICAL LABORATORY TECHNICIAN (certificate)
US	BUSINESS (baccalaureate and graduate programs in business and management)	17.11 MRA MEDICAL RECORD ADMINISTRATOR
USA	BUSINESS (baccalaureate and master's programs in accountancy)	17.12 MRT MEDICAL RECORD TECHNICIAN
n Association of Bible Colleges		17.13 MT MEDICAL TECHNOLOGIST
I	BIBLE COLLEGE EDUCATION (Bible colleges and institutes offering undergraduate programs)	17.14 NMT NUCLEAR MEDICINE TECHNOLOGIST
n Association for Marriage and Family Therapy		17.15 OMA OPHTHALMIC MEDICAL ASSISTANT
IFCC	MARRIAGE AND FAMILY THERAPY (clinical training programs)	17.16 OT OCCUPATIONAL THERAPIST
IFCD	MARRIAGE AND FAMILY THERAPY (graduate degree programs)	17.17 PERF PERfusionist
n Association of Nurse Anesthetists		17.18 RAD RADIOGRAPHER
NEST	NURSE ANESTHESIA (professional schools/programs)	17.19 RSTH RESPIRATORY THERAPIST
n Bar Association		17.20 RSTHT RESPIRATORY THERAPY TECHNICIAN
AW	LAW (professional schools)	17.21 RTT RADIATION THERAPY TECHNOLOGIST
n Board of Funeral Service Education		17.22 SURGA SURGEON'S ASSISTANT
USER	FUNERAL SERVICE EDUCATION (Independent schools and collegiate departments)	17.23 SURGT SURGICAL TECHNOLOGIST
n College of Nurse-Midwives		American Optometric Association
MIDWF	NURSE MIDWIFERY (basic education programs)	18.1 OPT OPTOMETRY (professional programs)
n Council on Pharmaceutical Education		18.2 OPTR OPTOMETRY (residency programs)
PHAR	PHARMACY (professional degree programs)	18.3 OPTT OPTOMETRY (technician programs)
n Dental Association		American Osteopathic Association
DA	DENTAL ASSISTING	19.1 OSTEO OSTEOPATHIC MEDICINE (program leading to D.O. degree)
DH	DENTAL HYGIENE	American Physical Therapy Association
DT	DENTAL TECHNOLOGY	20.1 PTA PHYSICAL THERAPY (professional programs)
DENT	DENTISTRY (programs leading to D.D.S. or	20.2 PTAA PHYSICAL THERAPY (program leading to physical therapist assistant)
		American Podiatric Medical Association
		21.1 POD PODIATRY (professional and graduate programs)
		American Psychological Association
		22.1 CLPSY PSYCHOLOGY, CLINICAL (doctoral programs)
		22.2 COPSY PSYCHOLOGY, COUNSELING (graduate programs)
		22.3 IPSY PSYCHOLOGY, PROFESSIONAL (graduate programs)

	ter's degree programs)		
an Veterinary ADVET	Medical Association VETERINARY MEDICINE (two-year program for the animal technician)	37.1 ARCH	NATIONAL ARCHITECTURAL ACCREDITING BOARD, INC. ARCHITECTURE (professional degree programs)
VET	VETERINARY MEDICINE (professional programs leading to D.V.M. or V.M.D. degrees)	38.1 PNE	NATIONAL ASSOCIATION OF PRACTICAL NURSE EDUCATION AND SERVICE NURSING (practical nurse programs)
ation for Clinical PAST	PASTORAL EDUCATION (basic, advanced, and supervisory clinical pastoral education programs)	39.1 ART	NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN ART (professional schools and programs)
ation of Advanced RABN	RABBINICAL AND TALMUDIC SCHOOLS (advanced Rabbinical and Talmudic schools)	40.1 DANCE	NATIONAL ASSOCIATION OF SCHOOLS OF DANCE DANCE (professional schools and programs)
ation of Independent JRCB	BUSINESS (private junior colleges and business schools)	41.1 MUS	NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC MUSIC (baccalaureate and graduate programs)
SRCB	BUSINESS (private senior colleges and business schools)	42.1 THEA	NATIONAL ASSOCIATION OF SCHOOLS OF THEATRE THEATRE (professional schools and programs)
PPB	BUSINESS (private postsecondary schools and programs)	43.1 NATTS	NATIONAL ASSOCIATION OF TRADE AND TECHNICAL SCHOOLS OCCUPATIONAL, TRADE AND TECHNICAL EDUCATION (associate and baccalaureate degree programs)
ation of Theological Schools in the United States and Canada		43.2 NDNAT	OCCUPATIONAL, TRADE AND TECHNICAL EDUCATION (non-degree programs)
THEOL	THEOLOGY (graduate schools of theology)	44.1 TED	NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION TEACHER EDUCATION (baccalaureate and graduate degree programs)
on Chiropractic Education		45.1 NHSC	NATIONAL HOME STUDY COUNCIL HOME STUDY EDUCATION (associate and higher degree programs)
CHIRO	CHIROPRACTIC (programs leading to D.C. degree)		NATIONAL LEAGUE FOR NURSING, INC.
on Education for Public Health		46.1 ADNUR	NURSING (associate degree programs)
CHE	COMMUNITY HEALTH EDUCATION (graduate programs)	46.2 DNUR	NURSING (diploma programs)
CHPM	COMMUNITY HEALTH/PREVENTIVE MEDICINE (graduate programs)	46.3 NUR	NURSING (baccalaureate and higher degree programs)
PH	PUBLIC HEALTH (graduate schools of public health)	46.4 PNUR	NURSING (practical nurse programs)
on Social Work Education		47.1 FOR	SOCIETY OF AMERICAN FORESTERS FORESTRY (baccalaureate and professional degree programs)
SW	SOCIAL WORK (baccalaureate and master's degree programs)		COMMISSION ON OPTICIANRY ACCREDITATION OPTICIANRY (2-year programs for optical dispenser)
ation for Interior Design Education Research		48.1 OPD	OPTICIANRY (1-year program for optical laboratory technician)
FIDER	INTERIOR DESIGN (professional and technical programs)	48.2 OPLT	
Committee on Medical Education			
MED	MEDICINE (programs leading to M.D. degree)		
al Accreditation Council for Agencies Serving the Blind and Handicapped			
BVH	BLIND AND VISUALLY HANDICAPPED EDUCATION (postsecondary vocational education programs)		

AD. Any geographic location not included in the aggregate States.

**ACADEMIC PROGRAM.** Instructional program of a professional or occupationally specific nature leading toward an associate's, bachelor's, master's, doctor's, or first-professional degree or resulting credits that can be applied to one of these degrees.

**ACADEMIC YEAR.** The period of time generally extending from September to June; usually equated to two semesters or trimesters, quarters, or the period covered by a 4-1-4 plan.

**ACCREDITING AGENCIES.** Agencies that establish operating standards for educational or professional institutions and programs, determine the extent to which the standards are met, and publicly release their findings.

**ADMINISTRATIVELY EQUAL INSTITUTION.** Separately organized independently administered site or campus with its own full administration and records system within an institutional system. Institution may report to a systems office but does not report to another institution.

**ADMISSION TEST SCORES.** Scores on standardized admissions tests or special admissions tests.

**ASSOCIATE'S DEGREE.** Normally requires at least 2 but less than 4 years of full-time equivalent college work.

**EDUCATIONAL PROGRAMS.** Instructional programs in personal and leisure categories whose expressed intent is *not* to lead to postsecondary credits, nor lead to a formal award or an academic degree, or result in occupationally specific skills.

**BACHELOR'S DEGREE.** Normally requires at least 4 but not more than 5 years of full-time equivalent college work. This includes ALL bachelor's degrees conferred in a COOPERATIVE or WORK-STUDY PLAN or PROGRAM. A cooperative plan provides for full class attendance and employment in business, industry, government, thus, it allows the student to combine actual work experience with his college studies. Also includes bachelor's degrees in which the normal 4 years of work is completed in 3 years.

**BOARD CHARGES.** The charge for an academic year for meals, room, and a specific number of days per week.

**CAMPUS INSTITUTION.** A campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses.

**CENTRAL OFFICE OR SYSTEM OFFICE.** The administrative component responsible for supervision of a multi-institutional system.

**CERTIFICATE.** A formal award certifying the satisfactory completion of a postsecondary education program.

**CHIEF ADMINISTRATOR.** The principal administrative official responsible for the direction of all affairs and operations of a postsecondary educational institution or that component of an organization that conducts postsecondary education and may report to a government agency.

This program provides grants to institutions for partial payment of wages paid to students.

**CONTACT HOUR.** A unit of measure that represents a scheduled instruction given to students. The total number of hours spent by all students in scheduled instructional activities during a specified period of time can be determined as follows:

If a course with an enrollment of 20 students meets three hours per week for 15 weeks, the number of student-contact hours is  $20 \times 3 \times 15 = 900$ . Similarly, if a course with an enrollment of 20 students meets eight hours per day for two days, the number of student-contact hours is  $20 \times 8 \times 2 = 320$ .

**CORRESPONDENCE.** Method of instruction with students using structured units of information and accompanying materials completely through the mail.

**COUNSELING SERVICE.** Activities designed to assist students in making plans and decisions related to their education, career, and personal development.

**CREDIT.** Recognition of attendance and/or performance in a instructional activity (course or program) that can be applied by the recipient to requirements for a degree, diploma, or other formal award at a given institution.

**CREDIT COURSE.** A course that, if successfully completed, can be applied toward the number of courses required for a degree, diploma, certificate or other formal award at a given institution.

**DAY CARE SERVICE.** Activities designed to provide appropriate care and protection of infants, preschool, and school age children so their parents can participate in postsecondary education programs.

**DEGREE.** An award conferred by a college, university, or postsecondary education institution as official recognition of successful completion of a program of studies or, in some instances, as recognition for outstanding achievement or merit.

**DIPLOMA.** A formal document certifying the successful completion of a prescribed program of studies.

**EMPLOYMENT SERVICE FOR CURRENT STUDENTS.** Intended to assist students in obtaining part-time employment as a means for defraying part of the cost of their education.

**FOUR-ONE-FOUR PLAN.** The 4-1-4 calendar consisting of four courses taken for four months, 1 course taken for one month, and four courses taken for four months. There may be an additional summer session.

**FRESHMAN.** A first year undergraduate student.

**FULL-TIME STUDENT.** A student enrolled for either 12 semester credits; 12 or more quarter credits; or 24 contact hours per week each term.

**GUARANTEED STUDENT LOANS (GSL)/FEDERALLY FUNDED STUDENT LOANS (FISL).** (Public Law 89-329, as amended by Public Law 91-95, as amended, Public Law 94-482, Higher Education Act of 1965, Title IV, Subtitle A, Part A, Section 401, et seq.)

**SCHOOL DIPLOMA OR RECOGNIZED EQUIVALENT.** A certifying the successful completion of a prescribed secondary program of studies, or the attainment of satisfactory on the Tests of General Educational Development (GED) or state specified examination.

**STUDY.** Method of instruction designed for students who distance from the teaching institution. Instructional materials provided to the student through various media with structure of information, assigned exercises for practice, and means to measure achievement, which in turn are submitted to the institution for evaluation.

**STUDENT.** Students who are legal residents of the place they attend school.

**UNIVERSITY SYSTEM.** Two or more institutions of higher education under the control or supervision of a single administrative body.

**UNIVERSITY FACULTY.** Members of the Instruction/Research staff whose primary assignment is instruction including release time for research.

**JOINT PARTNERSHIP ACT (JTPA).** Legislation effective with Federal Fiscal Year 1984, enabling Private Industry Councils (PICs) in service areas defined within each State to support training programs. Provisions of the legislation deal with the organization of the councils, the range of allowable programs, and populations to be served.

**EDUCATIONAL AGENCY (LEA).** A public board of education or public authority legally constituted within a State for administrative control of or direction of, or to perform service for, public elementary or secondary schools in: (1) a city, township, school district, or other political subdivision of a such combination of school districts or counties; a State as an administrative agency for its public elementary or secondary schools; (3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school; and (4) any other public institution or agency that has administrative control and direction of a vocational education

**RESIDENT.** A student who is a legal resident of the locality where he or she attends school.

**ARMED INSTALLATIONS.** One or more buildings or sites operated by the U.S. Army, Navy, Air Force, Marines, or Guard, including Reserves and National Guard.

**IMPAIRED.** Any person who must use a standard manual wheelchair or other assistive device to move from place or any person who otherwise finds stairs and other physical features impediments to movements.

**INSTITUTION SYSTEM.** An institution that has either: (1) one site or campuses responsible to one administration or may not be located on one of the sites or campuses, primary site or main campus with one or more branches

**PARENT INSTITUTION.** The administrative unit or institution in a multi-institutional system through which all the system's branches, and programs are linked.

**PART-TIME STUDENT.** A student enrolled for either 6 credits or less, or 11 quarter credits or less, or less than 16 hours per week.

**PELL GRANTS.** (Public Law 92-318, as amended, P.L. 94-482, Education Amendments of 1972, Title IV, 20 sec. 1070a-1976.) A source of Federal student financial aid provides eligible undergraduate students with a floor of funding to help them defray the cost of postsecondary education. The program provides grants for a minimum of \$500 maximum of \$1,800 to students, less expected family contribution, but not to exceed one-half of the cost of attendance, tuition and fees, books and supplies, room and board, and personal allowance. (Note: Grant limitations are subject to revised legislation.)

**PLACEMENT SERVICE FOR PROGRAM COMPLETION.** Assistance for students in evaluating their career alternatives in obtaining full time employment upon leaving the institution.

**POSTSECONDARY CERTIFICATE, AWARD OR DIPLOMA (LESS THAN 1 ACADEMIC YEAR).** Requires the completion of an organized program that would be completed in less than 1 academic year (2 semesters or 3 quarters) or less than 900 contact hours for a student enrolled full-time.

**POSTSECONDARY CERTIFICATE, AWARD, OR DIPLOMA (AT LEAST ONE BUT LESS THAN TWO ACADEMIC YEARS OF WORK).** Requires completion of an organized program at the postsecondary level of instruction of at least one but less than two full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 1,200 but less than 1,800 contact hours.

**POSTSECONDARY CERTIFICATE, AWARD OR DIPLOMA (AT LEAST TWO BUT LESS THAN FOUR ACADEMIC YEARS).** Requires completion of an organized program of study at the postsecondary level in at least two but less than four full-time equivalent academic years; or designed for completion in at least 120 but less than 180 credit hours, or at least 1,200 but less than 3,000 contact hours.

**POSTSECONDARY EDUCATION.** The provision of instructional program whose curriculum is designed primarily for students who have completed the requirements for a high school diploma or its equivalent. This includes programs whose purpose is academic, vocational, and continuing professional education, but excludes avocational and adult basic education programs.

**PREDOMINANT CALENDAR SYSTEM.** The method an institution structures most of its courses for the calendar year.

**PROGRAM.** A combination of courses and related activities designed for the attainment of broad education objectives as determined by the institution.

**ENCY REQUIREMENTS.** Policies or laws requiring habitation in a particular place for a specified period of time.

**CHARGES.** The charge for an academic year for rooming accommodations of a typical student sharing a room with one other

**E INSTITUTION.** A postsecondary institution that operates independently from other institutions. The institution may offer instruction at more than one geographic site, but all administration, governance and record keeping are at one site.

**AL ADMISSIONS TEST.** Tests prepared by or for a particular institution, or State (for State Institutions) and administered by the institution, for purposes of determining prospective students' qualifications and competencies.

**ARDIZED ADMISSIONS TESTS.** Tests prepared and administered by an agency independent of any postsecondary education institution, for purposes of making available to prospective students, information about the students academic qualifications to a national sample. Examples are the Scholastic Aptitude Test (SAT) and the American College Testing (ACT).

**EMENTARY EDUCATIONAL OPPORTUNITY GRANTS** (P.L. 92-318). Public Law 92-318, as amended, Public Law 94-482, Education Act of 1965, Title IV, Subpart A-2; 20, U.S. Code, 70b - 1976.) Federal grants that provide financial assistance to school graduates with exceptional financial need to enable them to attend college. The grants are made directly to institutions of higher education, which select students for the awards. Grants paid to students shall not exceed \$1,500 per year or one-half the amount of other student aid provided by the institution. How-

Undergraduates must be enrolled on at least a half-time basis. Graduate students are not eligible for support under this program. (Note: Grant limitations are subject to change with revision.)

**TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL).** Standardized test designed to determine an applicant's ability to instruct in English.

**TRIMESTER.** An academic year consisting of 3 terms of 10 weeks each.

#### **TUITION AND REQUIRED FEES.**

**Tuition:** Amount of money charged to students for instructional services. Tuition may be charged by semester, per course, or per credit.

**Required Fees:** Fixed sum charged to students for items required by tuition and required of such a large proportion of all students that the student who fails to pay the charge is an exception.

**UNDERGRADUATE.** A student enrolled in a four or five year bachelor's degree program, in an associate degree program, vocational or technical program below the baccalaureate level.

**VETERANS ADMINISTRATION EDUCATION BENEFITS (VA).** Those benefits that are paid for student assistance to approved postsecondary education institutions for three types of beneficiaries: surviving wives and children, discharged veterans, and active armed-services employees in special programs.

**VISUALLY IMPAIRED.** Any person whose slight loss is so severe as to adversely affect educational performance.

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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

If there are any questions about this form, contact:

**DUE DATE:**

The racial/ethnic data on this survey is mandatory only for those institutions subject to requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For other institutions, it is voluntary and authorized by U.S.C. 13 e-1. See instructions for further information.

Identification Number:

Name of Respondent:

Title:

Phone Number:

**I: PROGRAM COMPLETIONS BELOW THE BACCALAUREATE**

Program Title	Awards of Less Than 1 Academic Year		Awards of At Least 1 But Less Than 2 Academic Years		Associate's Degrees		AW At L Less Acad
	Men (2)	Women (3)	Men (5)	Women (6)	Men (7)	Women (8)	

LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW

Total (Sum of 6-digit specialties)

ON THE LINES IMMEDIATELY BELOW. SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE

Non-Resident Alien

African, Non-Hispanic

American Indian or Alaskan Native

Asian or Pacific Islander

## N I: CONTINUED

Program Title	Awards of Less Than 1 Academic Year		Awards of At Least 1 But Less Than 2 Academic Years		Associate's Degrees		Awards At L Less Acad
	Men (2)	Women (3)	Men (4)	Women (5)	Men (6)	Women (7)	
American Indian or Alaskan Native							
Asian or Pacific Islander							
Panic							

LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW

Total (Sum of 6-digit specialties)

ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE

Non-Resident Alien

Black, Non-Hispanic

American Indian or Alaskan Native

Asian or Pacific Islander

**: ADDITIONAL PROGRAMS**

Program Title  (2)	Awards of Less Than 1 Academic Year		Awards of At Least 1 But Less Than 2 Academic Years		Associate's Degrees		Awards At Least Less Than Academic Years	
	Men  (3)	Women  (4)	Men  (5)	Women  (6)	Men  (7)	Women  (8)	Men  (9)	
<b>WRITE THE CIP DISCIPLINE DIVISION CODE AND TITLE HERE</b>								

Sum of 6-digit specialties)	ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTAL LINE ABOVE							
resident Alien								
Non-Hispanic								
an Indian or Alaskan Native								
or Pacific Islander								

**IV: PROGRAM COMPLETIONS FOR BACHELORATE AND ABOVE**

F: CONTINUED

**B. SECTION II: ADDITIONAL PROGRAMS**

CIP Code	Program Title	Bachelor's Degrees	Post- baccalaureate Certificates	Master's Degrees		Post-M Certifi	
				Men	Women	Men	Women
		(11)	(12)	(13)	(14)	(15)	(16)
(1) PLEASE WRITE THE CIP DISCIPLINE DIVISION CODE AND TITLE HERE							
.0000	Total (Sum of 6-digit specialties)	ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTAL LINE ABCD					
0000-1	Non-Resident Alien						
0000-2	Black, Non-Hispanic						
0000-3	American Indian or Alaskan Native						
0000-4	Asian or Pacific Islander						
0000-5	Hispanic						
0000-6	White, Non-Hispanic						

July 1, 1986 ~ June 30, 1987

**SECTION I: FIRST-PROFESSIONAL PROGRAMS**

Program Title	Number of First-Professional Degrees Awarded	
	Men	Women
	(3)	(4)
1 Non-Resident Alien		
2 Black, Non-Hispanic		
3 American Indian or Alaskan Native		
4 Asian or Pacific Islander		
5 Hispanic		
6 White, Non-Hispanic		

S IMMEDIATELY BELOW. SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE ABOVE PROGRAM

**SECTION II: ADDITIONAL FIRST-PROFESSIONAL PROGRAMS**

Program Title  (2)	Number of First-Professional Degrees Awarded	
	Men  (3)	Women  (4)
-1 Non-Resident Alien		
-2 Black, Non-Hispanic		
-3 American Indian or Alaskan Native		
-4 Asian or Pacific Islander		
-5 Hispanic		
-6 White, Non-Hispanic		

IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE ABOVE PROGRAM

## GENERAL INSTRUCTIONS

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

## PERIOD OF REPORT

All degrees and other formal awards conferred by your institution between July 1, 1986 and June 30, 1987 should be reported on this form. Report only those degrees which are actually conferred. Degrees earned but not yet conferred during this time period should be reported in next year's survey.

## INSTRUCTIONS FOR PARTS A and B

A. Program Classification. This form incorporates the new Classification of Instructional Programs (CIP), 1985 version. A complete list of CIP program titles is included in the IPED package. Report awards by CIP as follows:

1. Part A - Report all program completions below the baccalaureate in the appropriate columns.
2. Part B - Report program completions at the baccalaureate and above in the columns as requested.

B. Section 1. Program Completions (Parts A and B). These sections of the survey form include a preprinted list of all program titles and their appropriate 6-digit CIP codes that are known to exist at your institution. If your institution no longer offers one or more of these programs, please delete them by drawing a line through the program title(s). Enter the number of awards conferred during the reporting period in the appropriate columns.

If awards were conferred in a program specialty that is not listed, please do the following:

1. Refer to the CIP listing and select the CIP program title that most closely represents your program.
2. Enter the 6-digit CIP code and its program title in the spaces provided.
3. If no title on the CIP list can be used to describe your program, either:

2. Using the CIP listing, enter in columns 1 and 2, the 6-digit CIP codes and program titles for those specialties in which awards were conferred.
  3. Enter the number of awards conferred during the reporting period in the appropriate columns.
- . Award Categories. Report all postsecondary awards, certificates, and diplomas below the baccalaureate in Part A. Bachelor's, master's post-master's certificates, and doctor's degrees conferred during the reporting period are to be reported in Part B. Do not report honorary degrees.
- post-master's certificates should include, but not be limited to, recognition granted to students who have completed all but their dissertation (ABD's) and thus are not seeking the doctor's degree; Candidate in Philosophy; and Specialist in Education (Ed. S.).
- Report all degrees and awards conferred. If a student earned 2 degrees at a different levels between July 1, 1986 and June 30, 1987 (e.g., a bachelor's degree at the end of the summer session and a master's degree at the end of the academic year), report each of the awards in its appropriate classification.
- . Classification of Degrees According to Major Field of Study.
1. Specific Classification. Classify degrees as specifically as the list of programs in the broad discipline divisions of the report form permits. Thus, report a bachelor's degree in business administration with an accounting major in Accounting (06.0201), NOT in Business and Management, General (06.0101).
  2. Degree of Doctor of Philosophy. Classify the Doctor of Philosophy degree according to the student's major field of study. Thus, a Ph.D. in Chemistry should be reported as a degree in Chemistry, NOT as one in Philosophy.
  3. Majors of Students Prepared to Teach. The general rule is to classify degrees according to the major area of specialization. This means, in general, that degrees of students who are qualified to teach an academic subject, such as English, biology, or foreign languages but did not go through a program solely for that purpose, should be reported respectively in Letters, Biological Sciences, and Foreign Languages, and NOT in Education. On the other hand, the degrees of students who have gone through a program that is specifically preparing them to teach special subjects, as agriculture, art, music, etc., should be reported in Agricultural education (13.1301), Art education (13.1302), and Music education (13.1312, etc.), under Education.
  4. Split Major. When a student graduates with a split major, report the degree in the area of greater specialization, if possible. If this is not possible, the degree should be reported in the program closest to the combination. If a split major involves two languages, report in 16.0101, Foreign Languages, Multiple Emphasis. Similarly, within each of the other discipline divisions, if a split major involves two specialties within division, the degree should be reported in the more specific "general" specialty.

courses of study (e.g., one in Business and Management and one in Foreign Languages report each degree in the appropriate program area.

7. General Majors. The term general major is used to designate diversified curriculum within an area of study. Ordinarily, degrees based on a general major should be reported in one of the general categories of the report form, such as Physical Sciences, General (40.0101); Social Sciences, General (45.0101); Mathematics, General (27.0101); etc. Thus a degree based on a concentration in History-Government-Economics should be reported in Social Sciences, General.
8. Interdisciplinary Studies. The CIP code 30 is for reporting fields of study which represent two or more broad discipline divisions. Specify the name of the Multi-Interdisciplinary study when reporting in 30.9999.
9. Arts and Sciences or General Programs Not Organized in Occupational Curriculums. Awards or degree based on less than four years of work in the arts and sciences or general programs not organized in occupational curriculums should be reported as Liberal/General Studies (24.0101).

#### INSTRUCTIONS FOR PART C - FIRST-PROFESSIONAL DEGREES

- A. Section I. First-Professional Programs. This section of the survey form includes preprinted list of all first-professional degree programs known to exist at your institution. If your institution no longer offers one or more of these programs, please delete them by drawing a line through the program title(s). Enter the number of awards conferred during the reporting period in the appropriate columns.
- B. Section II. Additional First-Professional Programs. Identify any first-professional degree programs not listed in Section I by referring to the CIP list for a 6-digit code and program title. Enter this information in columns 1 and 2 and report the number of degrees conferred in columns 3 and 4.

During racial/ethnic collection years, a separate sheet must be completed for each additional first-professional degree program. Indicate the racial/ethnic designation for each first-professional degree program separately.

#### CATEGORIZATION OF STUDENTS BY RACIAL/ETHNIC STATUS AND SEX

This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. (See Voluntary versus Required Reporting.)

- A. Method of Collection: The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized,

lawfully admitted for permanent residence (and who hold alien registration receipt cards Form I-551/155), are to be reported in the appropriate racial/ethnic categories along with United States citizens.

Non-resident aliens are to be reported separately, on the lines provided, rather than in any of the five racial/ethnic categories which follow.

Black, Non-Hispanic. A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White, Non-Hispanic. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

C. Assignment to Categories: For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

#### CHECKING THE FORM

This form was designed to simplify the checking to see that both the program specialties and the racial/ethnic categories add to the total for a discipline division. By adding down the specialty lines and up the racial/ethnic lines, both should result in the same division total. Please be sure that these additions are verified prior to returning the form. This will reduce the need for this office to ask for clarification later.

Note that there are no grand total lines on the form. These totals will be generated by computer during the edit process; therefore, be sure to include all pages when returning the form.

effort in reporting award or degree data to two separate agencies, the two surveys have been combined into this single survey and integrated into the IPEDS program.

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Those institutions to which the regulations do not apply are not required to complete the survey. However, it is hoped that institutions not subject to these provisions will voluntarily complete the entire survey in order that the data may represent the entire universe of higher education.

#### LING INSTRUCTIONS - COMPLIANCE REQUIREMENTS

Title VI of the Civil Rights Act of 1964 requires that recipients of Federal financial assistance offer their benefits and services without regard to race, color, or national origin. Title IX of the Education Amendments of 1972 requires that the benefits and services of federally-assisted educational programs and activities be offered, with certain exceptions, nondiscriminatorily on the basis of sex. This survey is one indicator utilized by the Office of Civil Rights in carrying out its responsibilities to verify compliance with Title VI and Title IX. Also applicable are Section 799-A, Part H, Title VII and Section 845, Part C, Title VIII of the Public Health Service Act of 1972.

This survey is to be filed by all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education regulation implementing Title VI (34 CFR 100.13), or as defined in any Department of Education regulation implementing Title IX. If your institution does not fall into any of these categories, please inform us of this fact.

Section 100.6(b) of the regulation implementing Title VI, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

#### 00.6 Compliance Information

##### (b) Compliance Reports

Each recipient shall keep records and submit to the responsible Department official or designee timely, complete and accurate compliance reports at such times and in such form and containing such information, as the responsible Department official or designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the responsible Department official or designee.

The following definitions are arranged in alphabetical order:

ASSOCIATE'S DEGREES. Normally requires at least 2 but less than 4 years of full-time equivalent college work.

BACHELOR'S DEGREES. Normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes ALL bachelor's degrees conferred in COOPERATIVE or WORK-STUDY PLAN or PROGRAM. A cooperative plan provides for alternate attendance and employment in business, industry, or government; thus, it allows the student to combine actual work experience with his college studies. Also include bachelors degrees in which the normal 4 years of work is completed in 3 years.

DEGREE. An award conferred by a college, university, or other postsecondary educational institution as official recognition for the successful completion of a program of study.

DIPLOMA. A formal document certifying the successful completion of a prescribed program of studies.

DOCTOR'S DEGREES. Requires work at the graduate level that terminates in a Doctor's degree. The doctor's degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the PH.D degree in any field whether Agronomy, Food Technology, Education, Engineering, Public Administration, Ophthalmology, Radiology, etc. (In the case of the Doctor of Public Health, the prior professional degree is generally earned in the closely related professional field of medicine or of sanitary engineering.)

FIRST-PROFESSIONAL DEGREES. Requires completion of a program that meets all three of the following: (1) Completion of the academic requirements to begin practice in the profession; (2) At least 2 years of college work prior to entrance to the program; and (3) A total of at least 6 academic years of college work to complete the degree program, including prior required college work plus the length of the professional program itself.

CS recognizes the following 10 fields as awarding first-professional degrees: Chiropractic (D.C. or D.C.M.), Dentistry (D.D.S. or D.M.D.), Law (LL.B., or J.D.), Medicine (M.D.), Optometry (O.D.), Osteopathic Medicine (D.O.), Pharmacy (D.Phar.), Podiatry (Pod.D., or D.P.), Theology (B.D., M.Div., M.H.L.), and Veterinary Medicine (D.V.M.).

The "Other" category is to be used only in the event that there are first-professional degrees within the 10 professions other than those specifically named in connection with the professions.

MASTER'S DEGREES. Requires the successful completion of a program of study of at least the full-time-equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

Except for the Master of Divinity degree (Part C), report all master's degrees in Part B Column

e title of master.

POST-MASTER'S CERTIFICATE. Requires completion of an organized program of study of credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctoral level.

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (less than 1 year). Requires completion of a program that would be completed in less than 1 academic year (2 semesters or 3 quarters) or less than 900 contact hours by a student enrolled full-time.

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (at least one but less than two academic years work). Requires completion of an organized program of study at the postsecondary level of instruction of at least one but less than two full-time-equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or at least 900 but less than 1,800 contact hours.

POSTSECONDARY AWARDS, CERTIFICATES OR DIPLOMAS (at least two but less than four academic years). Requires completion of an organized program of study at the postsecondary level in at least two but less than four full-time-equivalent academic years; or designed for completion in at least 60 but less than 120 credit hours, or at least 1,800 but less than 3,600 contact hours.

PROGRAM. A combination of courses and related activities organized for the attainment of educational objectives as described by the institution.

your State coordinator for forwarding to CSE. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

The racial/ethnic data on this survey is mandatory only for those institutions subject to requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For other institutions, it is voluntary and authorized by U.S.C. e-1. See instructions for further information.

Identification Number:

Name of Respondent

Title:

Phone Number:

**IN I: PROGRAM COMPLETIONS**

Program Title	Awards of Less Than 1 Academic Year		Awards of At Least 1 But Less Than 2 Academic Years		Associate's Degrees		Aw- At L- Les Acac	
	Men	Women	Men	Women	Men	Women	Men	
	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
On-Resident Alien								
Black, Non-Hispanic								
American Indian or Alaskan Native								
Pacific Islander								
Hispanic								

LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW

ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE

Total (Sum of 6-digit specialties)

## SECTION I: CONTINUED

Program Title (2)	Awards of Less Than 1 Academic Year		Awards of At Least 1 But Less Than 2 Academic Years		Associate's Degrees		A t L Ac (1)
	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	
LIST ADDITIONAL PROGRAMS ON THE LINES PROVIDED BELOW							
Total (Sum of 6-digit specialties)							
Non-Resident Alien							
Black, Non-Hispanic							
American Indian or Alaskan Native							
Asian or Pacific Islander							

ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIALETHNIC BREAKDOWN FOR THE TOTALS REPORTED ABOVE

## TION II: ADDITIONAL PROGRAMS

Program Title	Awards of Less Than 1 Academic Year		Awards of At Least 1 But Less Than 2 Academic Years		Associate's Degrees		A
	Men (2)	Women (3)	Men (4)	Women (5)	Men (6)	Women (7)	
LEASE WRITE THE CIP DISCIPLINE DIVISION CODE AND TITLE HERE:							

Total (Sum of 6-digit specialties)

ON THE LINES IMMEDIATELY BELOW, SHOW THE RACIAL/ETHNIC BREAKDOWN FOR THE TOTAL LINE ABOVE

Non-Resident Alien						
Black, Non-Hispanic						
American Indian or Alaskan Native						
Asian or Pacific Islander						
Hispanic						
White, Non-Hispanic						

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

## PERIOD OF REPORT

All degrees and other formal awards conferred by your institution between July 1, 1986 and June 30, 1987 should be reported on this form. Report only those degrees which were actually conferred. Degrees earned but not yet conferred during this time period should be reported in next year's survey.

## INSTRUCTIONS FOR PART A

Part A applies to award levels ranging from postsecondary certificates of less than one year to those of at least 2 but less than 4 academic years.

A. Program Classification. This form incorporates the new Classification of Instructional Programs (CIP), 1985 version. A complete list of CIP program titles is included in the IPEDS package.

B. Section 1. Program Completions. This section of the survey form includes a preprinted list of all program titles and their appropriate 6-digit CIP codes that are known to exist at your institution. If your institution no longer offers one or more of these programs, please delete them by drawing a line through the program title(s). Enter the number of awards conferred during the reporting period in the appropriate columns.

If awards were conferred in a program specialty that is not listed, please do the following:

1. Refer to the CIP listing and select the CIP program title that most closely represents your program.
2. Enter the 6-digit CIP code and its program title in the spaces.
3. If no title on the CIP list can be used to describe your program
  - a. enter the data under the "general" category (0101) or
  - b. enter the exact title of your program and assign the 4-digit and the 2-digit number preprinted in column 1. DO NOT develop numbers.
4. Enter the number of awards conferred during the reporting period in the appropriate columns.

1. Refer to the CIP listing for the appropriate 2-digit discipline code. Enter this 2-digit code and the discipline division title where indicated.
  2. Using the CIP list, enter in columns 1 and 2, the 6-digit CIP codes and program title for those specialties in which awards were conferred.
  3. Enter the number of awards conferred during the reporting period in the appropriate columns.
- D. Award Categories. Report all postsecondary awards, certificates, and diplomas below the baccalaureate degree in the appropriate columns, as indicated, that were conferred during the reporting period. Do not report honorary degrees.
- E. Classification of Degrees According to Major Field of Study.
1. Specific Classification. Classify degrees as specifically as the list of programs in the broad discipline divisions of the report form permits. Thus, report an associate degree in business administration with an accounting major in Accounting (06.020) NOT in Business and Management, General (06.0101).
  2. Double Majors. When a student graduates with a major in two program areas, report the award in the field in which the award was conferred.
  3. Completions of Two Independent Programs. If a student receives two awards for completing two programs in two totally independent courses of study (e.g., Some Business Management and Computer Programming) report both completions, each in the appropriate category.
  4. General Majors. The term general major is used to designate diversified curriculums within an area of study. Ordinarily, degrees based on a general major should be reported in one of the general categories of the report form, such as Physical Sciences, General (40.0101); Social Sciences, General (45.0101); Mathematics, General (27.0101); etc. Thus a degree based on a concentration in History-Government-Economics should be reported in Social Sciences, General.
  5. Interdisciplinary Studies. The CIP code 30. is for reporting fields of study which represent two or more broad discipline divisions. Specify the name of the Multi-Interdisciplinary study when reporting in 30.9999.
  6. Arts and Sciences or General Programs Not Organized in Occupational Curriculums. An award or degree based on less than four years of work in the arts and sciences general programs not organized in occupational curriculums should be reported Liberal/General Studies (24.0101).

CATEGORIZATION OF STUDENTS BY RACIAL/ETHNIC STATUS AND SEX

This information is being gathered in compliance with Title VI of the Civil Rights Act.

The categories are:

Non-Resident Alien. A person who is not a citizen or national of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. Resident aliens, who are not citizens or nationals of the United States and who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155), are to be reported in the appropriate racial/ethnic categories along with United States citizens.

Non-resident aliens are to be reported separately, on the lines provided, rather than in any of the five racial/ethnic categories which follow.

Black, Non-Hispanic. A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White, Non-Hispanic. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

C. Assignment to Categories: For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

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PROGRAM. A combination of courses and related activities organized for the attainment of education objectives as described by the institution.

Classification  
of  
Instructional  
Programs—  
1985

	General	02 0209 Poultry
01 0102	Agricultural Business	02 0299 Animal Sciences, Other
01 0103	Agricultural Economics	02.03 Food Sciences
01 0104	Farm and Ranch Management	02 0301 Food Sciences
01 0199	Agricultural Business and Management, Other	02.04 Plant Sciences
<b>01.02</b>	<b>Agricultural Mechanics</b>	02 0401 Plant Sciences, General
01 0201	Agricultural Mechanics, General	02 0402 Agronomy
01 0202	Agricultural Electrification, Power, and Controls	02 0403 Horticulture Science
01 0203	Agricultural Mechanics, Construction, and Maintenance Skills	02 0408 Plant Protection (Pest Management)
01 0204	Agricultural Power Machinery	02 0409 Range Management
01 0205	Agricultural Structures, Equipment, and Facilities	02 0499 Plant Sciences, Other
01 0206	Soil and Water Mechanical Practices	02.05 Soil Sciences
01.0299	Agricultural Mechanics, Other	02 0501 Soil Sciences
<b>01.03</b>	<b>Agricultural Production</b>	02.99 Agricultural Sciences, Other
01 0301	Agricultural Production, General	02 0299 Agricultural Sciences, Other
01 0302	Animal Production	
01 0303	Aquaculture	
01 0304	Crop Production	
01 0305	Game Farm Management	
01 0399	Agricultural Production, Other	
<b>01.04</b>	<b>Agricultural Products and Processing</b>	<b>03. RENEWABLE NATURAL RESOURCES</b>
01 0401	Agricultural Products and Processing, General	03.01 Renewable Natural Resources, General
01 0402	Food Products	03 0101 Renewable Natural Resources, General
01.0499	Agricultural Products and Processing, Other	03.02 Conservation and Regulation
		03.0201 Conservation and Regulation, General
		03 0202 Conservation
		03 0203 Resources Protection and Regulation
		03 0299 Conservation and Regulation, Other
<b>01.05</b>	<b>Agricultural Services and Supplies</b>	03.03 Fishing and Fisheries
01 0501	Agricultural Services and Supplies, General	03 0301 Fishing and Fisheries
01 0502	Agricultural Services	..... Commercial Fishing Operations (see 49 0303)
01.0503	Agricultural Supplies Marketing	
01.0504	Pet Grooming	
01 0505	Animal Training	
01 0506	Horseshoeing	
01 0507	Horse Handling and Care	
01.0599	Agricultural Services and Supplies, Other	
<b>01.06</b>	<b>Horticulture</b>	03.04 Forestry Production and Processing
01.0601	Horticulture, General	03 0401 Forestry Production and Processing, General
01.0602	Arboriculture	03 0402 Forest Production
01.0603	Ornamental Horticulture	03 0403 Forest Products Utilization
01.0604	Greenhouse Operation and Management	03 0404 Forest Products Processing Technology
01.0605	Landscape	03 0405 Logging
01.0606	Nursery Operation and Management	03 0499 Forestry Production and Processing, Other
01.0607	Turf Management	
01.0699	Horticulture, Other	
<b>01.07</b>	<b>International Agriculture</b>	03.05 Forestry and Related Sciences
01.0701	International Agriculture	03 0501 Forestry and Related Sciences, General
<b>01.99</b>	<b>Agribusiness and Agricultural Production, Other</b>	03 0502 Forestry Science
01.9999	Agribusiness and Agricultural Production, Other	03 0504 Forest Engineering
		03 0506 Forest Management
		03 0509 Wood Science
		03 0599 Forestry and Related Sciences, Other
		03.06 Wildlife Management
		03.0601 Wildlife Management
		03.99 Renewable Natural Resources, Other
		03.9999 Renewable Natural Resources, Other
<b>04.</b>	<b>ARCHITECTURE AND ENVIRONMENT DESIGN</b>	<b>04.01</b>
		Architecture and Environmental Design, General
		04 0101 Architecture and Environmental Design,

04 0601	Landscape Architecture	06 09	International Business Management
04 07	Urban Design	06 0901	International Business Management
04 0701	Urban Design	06 10	Investments and Securities
04 08	Land Use Management and Reclamation	06 1001	Investments and Securities
04 0801	Land Use Management and Reclamation	06 11	Labor/Industrial Relations
04 09	Architecture and Environmental Design, Other	06 1101	Labor/Industrial Relations
04 9999	Architecture and Environmental Design, Other	06 12	Management Information Systems
		06 1201	Management Information Systems
5.	<b>AREA AND ETHNIC STUDIES</b>	06 13	Management Science
5 01	Area Studies	06 1302	Operations Research (Quantitative Methods)
05 0101	African Studies	06 1303	Management Science, General
05 0102	American Studies	06 1399	Management Science, Other
05 0103	Asian Studies, General	06 14	Marketing Management and Research
05 0104	East Asian Studies	06 1401	Marketing Management
05 0105	Eastern European Studies	06 1402	Marketing Research
05 0106	European Studies, General	06 1499	Marketing Management and Research, Other
05 0107	Latin American Studies	06 15	Organizational Behavior
05 0108	Middle Eastern Studies	06 1501	Organizational Behavior
05 0109	Pacific Area Studies	06 16	Personnel Management
05 0110	Russian and Slavic Studies	06 1601	Personnel Management
05 0111	Scandinavian Studies	06 17	Real Estate
05 0112	South Asian Studies	06 1701	Real Estate
05 0113	Southeast Asian Studies	06 18	Small Business Management and Ownership
05 0114	Western European Studies	06 1801	Small Business Management and Ownership
05 0115	Canadian Studies	06 19	Taxation
05 0199	Area Studies, Other	06 1901	Taxation
5.02	Ethnic Studies	06 20	Trade and Industrial Supervision and Management
05 0201	Afro-American (Black) Studies	06 2001	Trade and Industrial Supervision and Management
05 0202	American Indian Studies	06 21	Computer Installation Management
05 0203	Hispanic-American Studies	06 2101	Computer Installation Management
05 0204	Islamic Studies	06 99	Business and Management, Other
05 0205	Jewish Studies	06 9901	Business and Management, Other
05 0299	Ethnic Studies, Other		
5.99	Area and Ethnic Studies, Other		
05 9999	Area and Ethnic Studies, Other		
6.	<b>BUSINESS AND MANAGEMENT</b>	07.	<b>BUSINESS (ADMINISTRATIVE SUPPORT)</b>
6.01	Business and Management, General	07.01	Accounting, Bookkeeping, and Related Programs
06 0101	Business and Management, General	07 0101	Accounting, Bookkeeping, and Related Programs, General
6.02	Accounting	07 0102	Accounting and Computing
06 0201	Accounting	07 0103	Bookkeeping
6.03	Banking and Finance	07 0104	Machine Billing, Bookkeeping, and Computing
06 0301	Banking and Finance	07 0199	Accounting, Bookkeeping, and Related Programs, Other
6.04	Business Administration and Management	07.02	Banking and Related Financial Programs
06 0401	Business Administration and Management, General	07 0201	Banking and Related Financial Programs, General
06 0402	Contract Management and Procurement/Purchasing	07 0203	Insurance Clerk
06 0403	Product Management	07 0205	Teller
06 0499	Business Administration and Management, Other	07 0299	Banking and Related Financial Programs,
6.05	Business Economics		

- 07 0399 Business Data Processing and Related Programs.  
Other
- 07.04 Office Supervision and Management**  
07 0401 Office Supervision and Management
- 07.05 Personnel and Training Programs**  
07 0501 Personnel and Training Programs, General  
07 0502 Training Assisting  
07 0503 Personnel Assisting  
07 0599 Personnel and Training Programs, Other
- 07.06 Secretarial and Related Programs**  
07 0601 Secretarial and Related Programs, General  
07 0602 Court Reporting  
07 0603 Executive Secretarial  
07 0604 Legal Secretarial  
07 0605 Medical Secretarial  
07 0606 Secretarial  
07 0607 Stenographic  
07 0699 Secretarial and Related Programs, Other
- 07.07 Typing, General Office, and Related Programs**  
07 0701 Typing, General Office and Related Programs, General  
07 0702 Clerk-Typist  
07 0703 Correspondence Clerk  
07 0704 Duplicating Machine Operation  
07 0705 General Office Clerk  
07 0707 Receptionist and Communication Systems Operation  
07 0708 Shipping, Receiving, and Stock Clerk  
07 0709 Traffic, Rate, and Transportation Clerk  
07 0799 Typing, General Office, and Related Programs, Other
- 07.08 Word Processing**  
07 0801 Word Processing
- 07.99 Business (Administrative Support), Other**  
07 9999 Business (Administrative Support) Other
- 08. MARKETING AND DISTRIBUTION**
- 08.01 Apparel and Accessories Marketing**  
08 0101 Apparel and Accessories Marketing, General  
08 0102 Fashion Merchandising  
08 0103 Fashion Modeling  
08 0104 Footwear Marketing  
08 0105 Jewelry Marketing  
08 0199 Apparel and Accessories Marketing, Other
- 08.02 Business and Personal Services Marketing**  
08 0201 Business and Personal Services Marketing, General  
..... Advertising (see 09 0201)  
08 0202 Display  
08 0203 Marketing of Business or Personal Services  
08 0299 Business and Personal Services Marketing, Other
- 08.03 Entrepreneurship**  
08 0301 Entrepreneurship
- 08 0601 Food Marketing, General  
08 0602 Convenience Store Marketing  
08 0603 Specialty Foods Marketing  
08 0604 Supermarket Marketing  
08 C605 Wholesale Food Marketing  
08 0699 Food Marketing, Other
- 08.07 General Marketing**  
08 0701 Auctioneering  
08 0702 Industrial Sales  
08 0703 International Marketing  
..... Marketing Management (see 06 1401)  
..... Marketing Research (see 06 1402)  
08 0704 Purchasing  
08 0705 Retailing  
08 0706 Sales  
08 0707 Wholesaling  
08 0708 Marketing, General  
08 0799 General Marketing, Other
- 08.08 Home and Office Products Marketing**  
08 0801 Home and Office Products Marketing, General  
08 0802 Appliance Marketing  
08 0803 Building Materials Marketing  
08 0805 Furniture Marketing  
08 0806 Hardware Marketing  
08 0807 Office Products and Equipment Marketing  
08 0808 Specialty Home Furnishings Marketing  
08 C899 Home and Office Products Marketing, Other
- 08.09 Hospitality and Recreation Marketing**  
08 0901 Hospitality and Recreation Marketing, General  
..... Hotel/Motel Management (see 06 0701)  
08 0902 Marketing of Hotel/Motel Services  
08 0903 Marketing of Recreational Services  
..... Recreational Enterprises Management (see 06 0702)  
08 0904 Recreational Products Marketing  
..... Resort Management (see 06 0703)  
..... Restaurant Management (see 06 0704)  
08 0905 Waiter/Waitress and Related Services  
08 0999 Hospitality and Recreation Marketing, Other
- 08.10 Insurance Marketing**  
08 1001 Insurance Marketing  
..... Real Estate (see 06.17)  
..... Real Estate (see 06 1701)
- 08.11 Transportation and Travel Marketing**  
08 1101 Transportation and Travel Marketing, General  
08 1102 Transportation Marketing  
08 1104 Tourism  
..... Transportation Management (see 06 0705)  
08 1105 Travel Services Marketing  
08 1106 Warehouse Services Marketing



13 1203	Junior High/Middle School Education	14 1101	Engineering Mechanics
13 1204	Pre-Elementary Education	14 12	Engineering Physics
13 1205	Secondary Education	14 1201	Engineering Physics
13 1299	Teacher Education, General Programs, Other	14.13	Engineering Science
13 13	<b>Teacher Education, Specific Subject Areas</b>	14 1301	Engineering Science
13 1301	Agricultural Education	14.14	Environmental Health Engineering
13 1302	Art Education	14 1401	Environmental Health Engineering
13 1303	Business Education	14.15	Geological Engineering
13 1304	Driver and Safety Education	14 1501	Geological Engineering
13 1305	English Education	14.16	Geophysical Engineering
13 1306	Foreign Languages Education	14 1601	Geophysical Engineering
13 1307	Health Education	14.17	Industrial Engineering
13 1308	Home Economics Education	14 1701	Industrial Engineering
13 1309	Industrial Arts Education	14.18	Materials Engineering
13 1310	Marketing and Distributive Education	14 1801	Materials Engineering
13 1311	Mathematics Education	14.19	Mechanical Engineering
13 1312	Music Education	14 1901	Mechanical Engineering
13 1313	Nutritional Education	14.20	Metallurgical Engineering
13 1314	Physical Education	14 2001	Metallurgical Engineering
13 1315	Reading Education	14.21	Mining and Mineral Engineering
13 1316	Science Education	14 2101	Mining and Mineral Engineering
13 1317	Social Science Education	14.22	Naval Architecture and Marine Engineering
13 1318	Social Studies Education	14 2201	Naval Architecture and Marine Engineering
13 1319	Technical Education	14.23	Nuclear Engineering
13 1320	Trade and Industrial Education	14 2301	Nuclear Engineering
13 1321	Computer Education	14.24	Ocean Engineering
13 1399	Teacher Education, Specific Subject Areas	14 2401	Ocean Engineering
	Other	14.25	Petroleum Engineering
13.14	<b>Teaching English as a Second Language/Foreign Language</b>	14 2501	Petroleum Engineering
13 1401	Teaching English as a Second Language/ Foreign Language	14.26	Surveying and Mapping Sciences
13.15	<b>Teacher Assisting</b>	14 2601	Surveying and Mapping Sciences
13 1501	Teacher Assisting	14 2602	Cartography
13.99	<b>Education, Other</b>	14.27	Systems Engineering
13 9999	Education, Other	14 2701	Systems Engineering

## 14. ENGINEERING

14.01	<b>Engineering, General</b>	14.0101	Engineering, General
14.02	<b>Aerospace, Aeronautical, and Astronautical Engineering</b>	14 0201	Aerospace, Aeronautical, and Astronautical Engineering
14.03	<b>Agricultural Engineering</b>	14 0301	Agricultural Engineering
14.04	<b>Architectural Engineering</b>	14 0401	Architectural Engineering
14.05	<b>Bioengineering and Biomedical Engineering</b>	14 0501	Bioengineering and Biomedical Engineering
14.06	<b>Ceramic Engineering</b>	14 0601	Ceramic Engineering
14.07	<b>Chemical Engineering</b>		

## 15. ENGINEERING AND ENGINEERING RELATED TECHNOLOGIES

15.01	<b>Architectural Technologies</b>	15 0101	Architectural Design and Construction Technology
15.02	<b>Civil Technologies</b>	15 0102	Architectural Interior Design Technology
		15.0199	Architectural Technologies, Other
15.03	<b>Drafting and Design Technologies</b>	15 0201	Civil Technology
15.04	<b>Surveying and Mapping Technologies</b>	15 0202	Drafting and Design Technology
15.05	<b>Transportation Technologies</b>	15 0203	Surveying and Mapping Technology

Maintenance Technologies. Other

#### 15.05 Environmental Control Technologies

- 15 0501 Air Conditioning, Heating, and Refrigeration Technology
- 15 0502 Air Pollution Control Technology
- 15 0503 Energy Conservation and Use Technology
- 15 0504 Sanitation Technology
- 15 0505 Solar Heating and Cooling Technology
- 15 0506 Water and Wastewater Technology
- 15 0599 Environmental Control Technologies. Other

#### 15.06 Industrial Production Technologies

- 15 0602 Food Processing Technology
- 15 0603 Industrial Technology
- 15 0606 Optical Technology
- 15 0607 Plastic Technology
- 15 0609 Textile Technology
- 15 0610 Welding Technology
- 15 0699 Industrial Production Technologies. Other

#### 15.07 Quality Control and Safety Technologies

- 15 0701 Occupational Safety and Health Technology
- 15 0702 Quality Control Technology
- 15 0799 Quality Control and Safety Technologies. Other

#### 15.08 Mechanical and Related Technologies

- 15 0801 Aeronautical Technology
- 15 0803 Automotive Technology
- 15 0804 Marine Propulsion Technology
- 15 0805 Mechanical Design Technology
- 15 0899 Mechanical and Related Technologies. Other

#### 15.09 Mining and Petroleum Technologies

- 15 0901 Coal Mining Technology
- 15 0902 Mining (Excluding Coal) Technology
- 15 0903 Petroleum Technology
- 15 0999 Mining and Related Technologies. Other

#### 15.10 Construction Technology

- 15.1001 Construction Technology

#### 15.99 Engineering and Engineering-Related Technologies, Other

- 15.9999 Engineering and Engineering-Related Technologies. Other

### 16. FOREIGN LANGUAGES

#### 16.01 Foreign Languages, Multiple Emphasis

- 16 0101 Foreign Languages, Multiple Emphasis

#### 16.02 African (Non-Semitic) Languages

- 16 0201 African (Non-Semitic) Languages

#### 16.03 Asiatic Languages

- 16 0301 Chinese
- 16 0302 Japanese
- 16 0399 Asiatic Languages. Other

#### 16.04 Balto-Slavic Languages

16 0901 French

16 0902 Italian

16 0903 Latin

16 0904 Portuguese

16 0905 Spanish

16 0999 Italic Languages. Other

#### 16.10 Native American Languages

- 16 1001 Native American Languages

#### 16.11 Semitic Languages

- 16 1101 Arabic
- 16 1102 Hebrew
- 16 1199 Semitic Languages. Other

#### 16.99 Foreign Languages, Other

- 16 9999 Foreign Languages. Other

### 17. ALLIED HEALTH

#### 17.01 Dental Services

- 17 0101 Dental Assisting
- 17 0102 Dental Hygiene
- 17 0103 Dental Laboratory Technology
- 17 0199 Dental Services. Other

#### 17.02 Diagnostic and Treatment Services

- 17 0201 Cardiovascular Technology
- 17 0202 Dialysis Technology
- 17 0203 Electrocardiograph Technology
- 17 0204 Electroencephalograph Technology
- 17 0205 Emergency Medical Technology-Ambulance
- 17 0206 Emergency Medical Technology-Paramedic
- 17 0207 Medical Radiation Dosimetry
- 17 0208 Nuclear Medical Technology
- 17 0209 Radiologic (Medical) Technology
- 17 0210 Respiratory Therapy Technology
- 17 0211 Surgical Technology
- 17 0212 Diagnostic Medical Sonography
- 17.0299 Diagnostic and Treatment Services. Other

#### 17.03 Medical Laboratory Technologies

- 17 0301 Blood Bank Technology
- 17 0302 Chemistry Technology
- 17.0303 Clinical Animal Technology
- 17 0304 Clinical Laboratory Aide
- 17 0305 Clinical Laboratory Assisting
- 17 0306 Cytotechnology
- 17.0307 Hematology Technology
- 17 0308 Histologic Technology
- 17.0309 Medical Laboratory Technology
- 17 0310 Medical Technology
- 17 0311 Microbiology Technology
- 17 0399 Medical Laboratory Technologies. Other

#### 17.04 Mental Health/Human Services

- 17 0401 Alcohol/Drug Abuse Specialty
- 17 0402 Community Health Work
- 17 0404 Home Health Aide
- Medical Social Work (see 44.0702)
- 17 0405 Mental Health/Human Services Assistant

17.0306	Physician Assisting	18.0455	Biochemistry, Other
17.0510	Pediatric Assisting	18.0701	Health Services Administration
17.0512	Veterinarian Assisting	18.0702	Health Care Planning
17.0513	Health Unit Coordinating	18.0703	Medical Records Administration
17.0514	Chiropractic Assisting	18.0799	Health Services Administration, Other
17.0599	Miscellaneous Allied Health Services, Other	18.09	Medical Laboratory
<b>17.06</b>	<b>Nursing-Related Services</b>	18.0901	Medical Laboratory
17.0601	Geriatric Aide	<b>18.10</b>	<b>Medicine</b>
17.0602	Nursing Assisting	18.1001	Medicine, General
17.0605	Practical Nursing	18.1002	Allergies and Endocrinology
17.0606	Health Unit Management	18.1003	Anesthesiology
17.0699	Nursing-Related Services, Other	18.1004	Colon and Rectal Surgery
<b>17.07</b>	<b>Ophthalmic Services</b>	18.1005	Dermatology
17.0701	Ophthalmic Dispensing	18.1006	Emergency Medicine
17.0705	Optometric Technology	18.1007	Family Practice
17.0799	Ophthalmic Services, Other	18.1008	Geriatrics
<b>17.08</b>	<b>Rehabilitation Services</b>	18.1009	Immunology
17.0801	Art Therapy	18.1010	Internal Medicine
17.0802	Corrective Therapy	18.1011	Neurological Surgery
17.0803	Dance Therapy	18.1012	Nuclear Medicine
17.0804	Exercise Physiology	18.1013	Obstetrics and Gynecology
17.0806	Music Therapy	18.1014	Ophthalmology
17.0807	Occupational Therapy	18.1015	Orthodontic Surgery
17.0808	Occupational Therapy Assisting	18.1016	Orthopedic
17.0809	Occupational Therapy Aide	18.1017	Otorhinolaryngology/Otolaryngology
17.0811	Orthotics/Prosthetics	18.1018	Pathology
17.0812	Orthopedic Assisting	18.1019	Pediatrics
17.0813	Physical Therapy	18.1020	Physical Medicine and Rehabilitation
17.0814	Physical Therapy Aide	18.1021	Plastic Surgery
17.0815	Physical Therapy Assisting	18.1022	Preventive Medicine
17.0816	Recreational Therapy	18.1023	Psychiatry
17.0817	Recreational Therapy Assisting	18.1024	Neurology
17.0818	Respiratory Therapy	18.1025	Radiology
17.0819	Respiratory Therapy Assisting	18.1026	Surgery
17.0820	Speech/Hearing Therapy Aide	18.1027	Thoracic Surgery
17.0822	Recreational Therapy Aide	18.1028	Urology
17.0899	Rehabilitation Services, Other	18.1029	Hematology
<b>17.99</b>	<b>Allied Health, Other</b>	18.1030	Sports Medicine
17.9999	Allied Health, Other	18.1099	Medicine, Other

## **18. HEALTH SCIENCES**

<b>18.01</b>	<b>Audiology and Speech Pathology</b>
18.0101	Audiology
18.0102	Speech Pathology
18.0103	Speech-Language Pathology/Audiology
18.0199	Audiology and Speech Pathology, Other
<b>18.02</b>	<b>Basic Clinical Health Sciences</b>
18.0201	Clinical Anatomy
18.0202	Clinical Biochemistry
18.0203	Clinical Microbiology
18.0204	Clinical Pathology
18.0205	Clinical Physiology
18.0206	Clinical Toxicology
18.0299	Basic Clinical Health Sciences, Other

18.07	<b>Health Services Administration</b>
18.0701	Health Services Administration
18.0702	Health Care Planning
18.0703	Medical Records Administration
18.0799	Health Services Administration, Other
<b>18.09</b>	<b>Medical Laboratory</b>
18.0901	Medical Laboratory
<b>18.10</b>	<b>Medicine</b>
18.1001	Medicine, General
18.1002	Allergies and Endocrinology
18.1003	Anesthesiology
18.1004	Colon and Rectal Surgery
18.1005	Dermatology
18.1006	Emergency Medicine
18.1007	Family Practice
18.1008	Geriatrics
18.1009	Immunology
18.1010	Internal Medicine
18.1011	Neurological Surgery
18.1012	Nuclear Medicine
18.1013	Obstetrics and Gynecology
18.1014	Ophthalmology
18.1015	Orthodontic Surgery
18.1016	Orthopedic
18.1017	Otorhinolaryngology/Otolaryngology
18.1018	Pathology
18.1019	Pediatrics
18.1020	Physical Medicine and Rehabilitation
18.1021	Plastic Surgery
18.1022	Preventive Medicine
18.1023	Psychiatry
18.1024	Neurology
18.1025	Radiology
18.1026	Surgery
18.1027	Thoracic Surgery
18.1028	Urology
18.1029	Hematology
18.1030	Sports Medicine
18.1099	Medicine, Other
<b>18.11</b>	<b>Nursing</b>
18.1101	Nursing, General
18.1102	Anesthetist
18.1103	Maternal/Child Health
18.1104	Medical Surgical
18.1105	Nursing Administration
18.1106	Psychiatric/Mental Health
18.1107	Public Health
18.1199	Nursing, Other
<b>18.12</b>	<b>Optometry</b>
18.1201	Optometry
<b>18.13</b>	<b>Osteopathic Medicine</b>
18.1301	Osteopathic Medicine
<b>18.14</b>	<b>Pharmacy</b>
18.1401	Pharmacy

**Public Health**

- 18.2201 Public Health Laboratory Science
- 18.2202 Epidemiology
- 18.2203 Public Health Education
- 18.2204 Public Health Practice and Management
- 18.2299 Public Health, Other
- 4 Veterinary Medicine
- 18.2401 Veterinary Medicine
- 3 Health Sciences, Other
- 18.9999 Health Sciences, Other

**HOME ECONOMICS**

- 1 Home Economics, General
  - 19.0101 Home Economics, General
- 2 Business Home Economics
  - 19.0201 Business Home Economics
- 3 Family and Community Services
  - 19.0301 Family and Community Services
- 4 Family/Consumer Resource Management
  - 19.0401 Family/Consumer Resource Management, General
  - 19.0402 Consumer Science
    - ..... Home Management (see 20.0109)
  - 19.0499 Family/Consumer Resource Management, Other
- 5 Food Sciences and Human Nutrition
  - 19.0501 Food Sciences and Human Nutrition, General
  - 19.0502 Food/Food Sciences
  - 19.0503 Dietetics/Human Nutritional Services
  - 19.0599 Food Sciences and Human Nutrition, Other
- 6 Human Environment and Housing
  - 19.0601 Human Environment and Housing, General
  - 19.0602 Household Equipment
  - 19.0603 Housing
    - ..... Interior Design (see 04.0501)
  - 19.0699 Human Environment and Housing, Other
- 7 Individual and Family Development
  - 19.0701 Individual and Family Development, General
  - ..... Child Development, Care, and Guidance (see 20.0102)
  - 19.0703 Family Counseling
  - 19.0704 Family Relations
  - 19.0705 Gerontological Services
  - 19.0799 Individual and Family Development, Other
- 8 Textiles and Clothing
  - 19.0901 Textiles and Clothing, General
  - 19.0902 Fashion Design
  - 19.0904 Textile Science
  - 19.0999 Textiles and Clothing, Other
- 99 Home Economics, Other
  - 19.9999 Home Economics, Other

**VOCATIONAL HOME ECONOMICS**

- 20.02 Child Care and Guidance Management and Services
  - 20.0201 Child Care and Guidance Management and Services, General
  - 20.0202 Child Care Aide/Assisting
  - 20.0203 Child Care Management
  - 20.0204 Foster Care/Family Care
  - 20.0299 Child Care and Guidance Management and Services, Other
- 20.03 Clothing, Apparel, and Textiles Management, Production, and Services
  - 20.0301 Clothing, Apparel, and Textiles Management, Production, and Services, General
  - 20.0302 Clothing Maintenance Aide
  - 20.0303 Commercial Garment and Apparel Construction
  - 20.0304 Custom Apparel/Garment Seamstress
  - 20.0305 Custom Tailoring and Alteration
  - 20.0306 Fashion/Fabric Coordination
  - 20.0308 Wedding/Specialty Consulting
  - 20.0399 Clothing, Apparel, and Textiles Management, Production, and Services, Other
- 20.04 Food Production, Management and Services
  - 20.0401 Food Production, Management, and Services General
  - 20.0402 Baking
  - 20.0403 Chef/Cook
  - 20.0404 Dietetic Aide/Assisting
  - 20.0405 Food Catering
  - 20.0406 Food Service
  - 20.0408 School Food Service
  - 20.0499 Food Production, Management, and Services Other
- 20.05 Home Furnishings and Equipment Management, Production, and Services
  - 20.0501 Home Furnishings and Equipment Management, Production, and Services, General
  - 20.0502 Custom Drapery and Window Treatment Design/Making
  - 20.0503 Custom Slipcovering and Upholstering
  - 20.0504 Floral Design
  - 20.0505 Home Decorating
  - 20.0506 Home Furnishings Aide
  - 20.0507 Home Service Assisting
  - 20.0599 Home Furnishings and Equipment Management, Production, and Services, Other
- 20.06 Institutional, Home Management, and Supporting Services
  - 20.0601 Institutional, Home Management, and Supporting Services, General
  - 20.0602 Companion to the Aged
  - 20.0603 Consumer Aide/Assisting
  - 20.0604 Custodial Services
  - 20.0605 Executive Housekeeping
  - 20.0606 Homemaker's Aide
  - 20.0699 Institutional, Home Management, and Supporting Services, Other

22.01	Law	26 0305	Plant Pathology
220101	Law	26 0307	Plant Physiology
220102	Pre-Law	26 0399	Botany, Other
220103	Legal Assisting	26.04	Cell and Molecular Biology
220199	Law, Other	26 0401	Cell Biology
23.	LETTERS	26 0402	Molecular Biology
23.01	English, General	26 0499	Cell and Molecular Biology, Other
230101	English, General	26.05	Microbiology
23.02	Classics	26 0501	Microbiology
230201	Classics	26.06	Miscellaneous Specialized Areas, Life Sciences
23.03	Comparative Literature	26 0601	Anatomy
230301	Comparative Literature	26 0602	Biometrics and Biostatistics
23.04	Composition	26 0603	Ecology
230401	Composition	26 0604	Embryology
23.05	Creative Writing	26 0605	Endocrinology
230501	Creative Writing	26 0606	Histology
23.06	Linguistics (Includes Phonetics, Semantics, and Philology)	26 0607	Marine Biology
230601	Linguistics (Includes Phonetics, Semantics, and Philology)	26 0608	Neurosciences
23.07	Literature, American	26 0609	Nutritional Sciences
230701	Literature, American	26 0610	Parasitology
23.08	Literature, English	26 0611	Radiobiology
230801	Literature, English	26 0612	Toxicology
23.10	Speech, Debate, and Forensics	26 0699	Miscellaneous Specialized Areas, Life Sciences, Other
231001	Speech, Debate, and Forensics	26.07	Zoology
23.11	Technical and Business Writing	26 0701	Zoology, General
231101	Technical and Business Writing	26 0702	Entomology
23.12	English as a Second Language	26 0703	Genetics, Human and Animal
231201	English as a Second Language	26 0704	Pathology, Human and Animal
23.99	Letters, Other	26.0705	Pharmacology, Human and Animal
239999	Letters, Other	26 0706	Physiology, Human and Animal
239999	Letters, Other	26 0799	Zoology, Other
24.	LIBERAL/GENERAL STUDIES	26.99	Life Sciences, Other
24.01	Liberal/General Studies	26 9999	Life Sciences, Other
240101	Liberal Arts and Sciences	27.	MATHEMATICS
240102	General Studies	27.01	Mathematics, General
240199	Liberal/General Studies, Other	27 0101	Mathematics, General
25.	LIBRARY AND ARCHIVAL SCIENCES	27.02	Actuarial Sciences
25.01	Library and Archival Sciences, General	27 0201	Actuarial Sciences
250101	Library and Archival Sciences, General	27.03	Applied Mathematics
25.02	Archival Science	27.0301	Applied Mathematics
250201	Archival Science	27.04	Pure Mathematics
25.03	Library Assisting	27 0401	Pure Mathematics
250301	Library Assisting	27.05	Statistics
25.04	Library Science	27 0501	Statistics
250401	Library Science	27.99	Mathematics, Other
25.05	Museology	27 9999	Mathematics, Other
250501	Museology	28.	MILITARY SCIENCES
28.01	Aerospace Science (Air Force)	28.0101	Aerospace Science (Air Force)

28.99	Military Sciences, Other	
28.9999	Military Sciences, Other	
<b>29. MILITARY TECHNOLOGIES</b>		
29.01	Military Technologies	
29.0101	Military Technologies	
29.99	Military Technologies, Other	
29.9999	Military Technologies, Other	
<b>30. MULTI/INTERDISCIPLINARY STUDIES</b>		
30.01	Biological and Physical Sciences	
30.0101	Biological and Physical Sciences	
30.02	Clinical Pastoral Care	
30.0201	Clinical Pastoral Care	
30.03	Engineering and Other Disciplines	
30.0301	Engineering and Other Disciplines	
30.04	Humanities and Social Sciences	
30.0401	Humanities and Social Sciences	
30.05	Peace Studies	
30.0501	Peace Studies	
30.06	Systems Science	
30.0601	Systems Science	
30.07	Women's Studies	
30.0701	Women's Studies	
30.08	Mathematics and Computer Science	
30.0801	Mathematics and Computer Science	
30.09	Imaging Science	
30.0901	Imaging Science	
30.99	Multi/Interdisciplinary Studies, Other	
30.9999	Multi/Interdisciplinary Studies, Other	
<b>31. PARKS AND RECREATION</b>		
31.01	Parks and Recreation, General	
31.0101	Parks and Recreation, General	
31.02	Outdoor Recreation	
31.0201	Outdoor Recreation	
31.03	Parks and Recreation Management	
31.0301	Parks and Recreation Management	
31.04	Water Resources	
31.0401	Water Resources	
31.99	Parks and Recreation, Other	
31.9999	Parks and Recreation, Other	
<b>32. BASIC SKILLS</b>		
32.01	Basic Skills	
32.0101	Basic Skills, General	
32.0102	Academic and Intellectual Skills	
32.0103	Communication Skills	
32.0104	Computational Skills	
32.0105	Job Seeking/Changing Skills	
32.0106	Motor Skills	
<b>34.01 Health-Related Activities</b>		
34.0101	Health-Related Activities, General	
34.0102	Birth Related Health Practices	
34.0103	Health Enhancement Practices	
34.0104	Health Treatment/Prevention Practice	
34.0199	Health-Related Activities, Other	
<b>35. INTERPERSONAL SKILLS</b>		
35.01	Interpersonal Skills	
35.0101	Interpersonal Skills, General	
35.0102	Building Human Relationships	
35.0103	Perception of Others	
35.0104	Social Role Engineering	
35.0199	Interpersonal Skills, Other	
<b>36. LEISURE AND RECREATIONAL ACTIVITIES</b>		
36.01	Leisure and Recreational Activities	
36.0101	Leisure and Recreational Activities	
36.0102	Crafts (Leisure and Recreational)	
36.0103	Games	
36.0104	Hobbies	
36.0105	Housing/Home Maintenance	
36.0106	Nature Appreciation	
36.0107	Pet Care	
36.0108	Sports/Physical Education	
36.0109	Travel	
36.0199	Leisure and Recreational Activities	
<b>37. PERSONAL AWARENESS</b>		
37.01	Personal Awareness	
37.0101	Personal Awareness, General	
37.0102	Coping Skills	
37.0103	Personal Decisionmaking	
37.0104	Self-Perception	
37.0105	Values, Attitudes, and Beliefs	
37.0199	Personal Awareness, Other	
<b>38. PHILOSOPHY AND RELIGION</b>		
38.01	Philosophy	
38.0101	Philosophy	
38.02	Religion	
38.0201	Religion	
38.99	Philosophy and Religion, Other	
38.9999	Philosophy and Religion, Other	
<b>39. THEOLOGY</b>		
39.01	Biblical Languages	
39.0101	Biblical Languages	
39.02	Bible Studies	
39.0201	Bible Studies	
39.03	Missionary Studies	

	40.03	Astrophysics	40.0301	Astrophysics	40.0301	Cognitive Psychology
	40.04	Atmospheric Sciences and Meteorology	40.0401	Atmospheric Sciences and Meteorology	42.04	Community Psychology
	40.05	Chemistry	40.0501	Chemistry, General	42.0401	Community Psychology
			40.0502	Analytical Chemistry	42.05	Comparative Psychology
			40.0503	Inorganic Chemistry	42.0501	Comparative Psychology
			40.0504	Organic Chemistry	42.06	Counseling Psychology
			40.0505	Pharmaceutical Chemistry	42.0601	Counseling Psychology
			40.0506	Physical Chemistry	42.07	Developmental Psychology
			40.0599	Chemistry, Other	42.0701	Developmental Psychology
	40.06	Geological Sciences	40.0601	Geology	42.08	Experimental Psychology
			40.0602	Geochemistry	42.0801	Experimental Psychology
			40.0603	Geophysics and Seismology	42.09	Industrial and Organizational Psychology
			40.0604	Paleontology	42.0901	Industrial and Organizational Psychology
			40.0699	Geological Sciences, Other	42.10	Personality Psychology
	40.07	Miscellaneous Physical Sciences	40.0701	Metallurgy	42.1001	Personality Psychology
			40.0702	Oceanography	42.11	Physiological Psychology
			40.0703	Earth Science	42.1101	Physiological Psychology
			40.0799	Miscellaneous Physical Sciences, Other	42.12	Psycholinguistics
	40.08	Physics	40.0801	Physics, General	42.1201	Psycholinguistics
			40.0802	Atomic/Molecular Physics	42.13	Psychometrics
			40.0806	Nuclear Physics	42.1301	Psychometrics
			40.0807	Optics	42.14	Psychopharmacology
			40.0808	Solid State Physics	42.1401	Psychopharmacology
			40.0899	Physics, Other	42.15	Quantitative Psychology
	40.09	Planetary Science	40.0901	Planetary Science	42.1501	Quantitative Psychology
	40.99	Physical Sciences, Other	40.9999	Physical Sciences, Other	42.16	Social Psychology
					42.1601	Social Psychology
	41.	SCIENCE TECHNOLOGIES			42.99	Psychology, Other
					42.9999	Psychology, Other
	41.01	Biological Technologies	41.0101	Biological Laboratory Technology	43.	PROTECTIVE SERVICES
			41.0102	Oceanographic (Biological) Technology	43.01	Criminal Justice
			41.0199	Biological Technologies, Other	43.0101	Correctional Administration
	41.02	Nuclear Technologies	41.0201	Nuclear Materials Handling Technology	43.0102	Corrections
			41.0202	Nuclear Power Plant Operation Technology	43.0103	Criminal Justice Administration
			41.0203	Nuclear Power Plant Radiation Control Technology	43.0104	Criminal Justice Studies
			41.0204	Radiologic (Physical) Technology	43.0105	Criminal Justice Technology
			41.0299	Nuclear Technologies, Other	43.0106	Forensic Studies
	41.03	Physical Science Technologies	41.0301	Chemical Technology	43.0107	Law Enforcement
			41.0302	Geological Technology	43.0108	Law Enforcement Administration
			41.0303	Metallurgical Technology	43.0109	Security Services
			41.0304	Meteorological Technology	43.0199	Criminal Justice, Other
			41.0399	Physical Science Technologies, Other	43.02	Fire Protection
					43.0201	Fire Control and Safety Technology
					43.0202	Fire Protection Administration
					43.0203	Firefighting
					43.0299	Fire Protection, Other
					43.99	Protective Services, Other
					43.9999	Protective Services, Other
	44.	PUBLIC AFFAIRS				
	44.01	Public Affairs, General				

44.06	Public Works	
44.0601	Public Sanitation	46 0406 Glazing
44.0602	Public Transportation	46 0407 Insulation Installation
44.0603	Public Utilities	46 0408 Painting and Decorating
44.0699	Public Works, Other	46 0409 Plastering
44.07	Social Work	46 0410 Roofing
44.0701	Social Work, General	46 0499 Miscellaneous Construction Trades and Property Maintenance, Other
44.0702	Medical Social Work	46.05 Plumbing, Pipefitting, and Steamfitting
44.0799	Social Work, Other	46 0501 Plumbing, Pipefitting, and Steamfitting General
44.99	Public Affairs, Other	46 0502 Pipefitting and Steamfitting
44.9999	Public Affairs, Other	46 0503 Plumbing
45.	<b>SOCIAL SCIENCES</b>	46 0599 Plumbing, Pipefitting and Steamfitting
45.01	Social Sciences, General	46.99 Construction Trades, Other
45.0101	Social Sciences, General	46 9999 Construction Trades, Other
45.02	Anthropology	47. MECHANICS AND REPAIRERS
45.0201	Anthropology	47.01 Electrical and Electronics Equipment Repair
45.03	Archeology	47 0101 Electrical and Electronics Equipment General
45.0301	Archeology	47 0102 Business Machine Repair
45.0302	Archeological Technology	47 0103 Communication Electronics
45.04	Criminology	47 0104 Computer Electronics
45.0401	Criminology	47 0105 Industrial Electronics
45.05	Demography	47 0106 Major Appliance Repair
45.0501	Demography	47 0107 Motor Repair
45.06	Economics	47 0108 Small Appliance Repair
45.0601	Economics	47 0109 Vending and Recreational Machine Repair
45.07	Geography	47.0199 Electrical and Electronics Equipment Repair, Other
45.0701	Geography	47.02 Heating, Air Conditioning, and Refrigeration Mechanics
45.08	History	47.0201 Heating, Air Conditioning, and Refrig Mechanics, General
45.0801	History	47.0202 Cooling and Ref
45.09	International Relations	47.0203 Heating and A
45.0901	International Relations	47.0299 Heating, Air C Mechanic
45.10	Political Science and Government	47.03 Industrial Equipment
45.1001	Political Science and Government	47.0301 Industrial E General
45.11	Sociology	47.0302 Heavy Equip
45.1101	Sociology	47.0303 Industrial Fr
45.12	Urban Studies	47.0304 Misc
45.1201	Urban Studies	47.0305 C
45.99	Social Sciences, Other	47.0399
45.9999	Social Sciences, Other	47.04 Miscel
46.	<b>CONSTRUCTION TRADES</b>	47.040
46.01	Brickmasonry, Stonemasonry, and Tile Setting	47.0400
46.0101	Brickmasonry, Stonemasonry, and Tile Setting, General	47.
46.0102	Brickmasonry, Block, and Stonemasonry	47.
46.0103	Tile Setting	47.
46.0199	Brickmasonry, Stonemasonry, and Tile Setting, Other	47.
46.02	Carpentry	47.
46.0201	Carpentry	47.
46.03	Electrical and Electronics Equipment Repair	47.

47.0603	Automotive Body Repair	48.0799	Woodworking, Other
47.0604	Automotive Mechanics	48.99	Precision Production, Other
47.0605	Diesel Engine Mechanics	48.9999	Precision Production, Other
47.0606	Small Engine Repair		
47.0607	Aircraft Mechanics, Airframe		
47.0608	Aircraft Mechanics, Powerplant		
47.0699	Vehicle and Mobile Equipment Mechanics and Repairers, Other		
47.99	Mechanics and Repairers, Other		
	47.9999 Mechanics and Repairers, Other		

## 48. PRECISION PRODUCTION

### 48.01 Drafting

- 48.0101 Drafting, General
- 48.0102 Architectural Drafting
- 48.0103 Civil/Structural Drafting
- 48.0104 Electrical/Electronics Drafting
- 48.0105 Mechanical Drafting
- 48.0199 Drafting, Other

### 48.02 Graphic and Printing Communications

- 48.0201 Graphic and Printing Communications, General
- 48.0202 Bookbinding
- 48.0203 Commercial Art
- 48.0204 Commercial Photography
- 48.0205 Typesetting, Make-up, and Composition
- 48.0206 Lithography, Photography, and Platemaking
- 48.0207 Photographic Laboratory and Darkroom
- 48.0208 Printing Press Operations
- 48.0209 Silk Screen Making and Printing
- 48.0210 Photoengraving
- 48.0299 Graphic and Printing Communications, Other

### 48.03 Leatherworking and Upholstering

- 48.0301 Leatherworking and Upholstery, General
- 48.0302 Saddlemaking and Repair
- 48.0303 Upholstering
- 48.0304 Shoe and Boot Repair
- 48.0399 Leatherworking and Upholstering, Other

### 48.04 Precision Food Production

- 48.0401 Precision Food Production, General
- Chef/Cook (see 20.0403)
- 48.0402 Meatcutting
- 48.0403 Slaughtering and Butchering
- 48.0499 Precision Food Production, Other

### 48.05 Precision Metal Work

- 48.0501 Precision Metal Work, General
- 48.0502 Foundry Work
- 48.0503 Machine Tool Operation/Machine Shop
- 48.0504 Metal Fabrication
- 48.0505 Metal Patternmaking
- 48.0506 Sheet Metal
- 48.0507 Tool and Die Making
- 48.0508 Welding
- 48.0599 Precision Metal Work, Other

48.0799	Woodworking, Other
48.99	Precision Production, Other

## 49. TRANSPORTATION AND MATERIAL MOVING

### 49.01 Air Transportation

- 49.0101 Air Transportation, General
- 49.0102 Airplane Piloting and Navigation (Commercial)
- 49.0104 Aviation Management
- 49.0105 Air Traffic Control
- 49.0106 Flight Attendants
- 49.0107 Airplane Piloting (Private)
- 49.0199 Air Transportation, Other

### 49.02 Vehicle and Equipment Operation

- 49.0201 Vehicle and Equipment Operation, General
- 49.0202 Construction Equipment Operation
- 49.0203 Material Handling
- 49.0204 Mining Equipment Operation
- 49.0205 Truck and Bus Driving
- 49.0299 Vehicle and Equipment Operation, Other

### 49.03 Water Transportation

- 49.0301 Water Transportation, General
- 49.0302 Barge and Boat Operations
- 49.0303 Commercial Fishing Operations
- 49.0304 Deep Water Diving and Life Support Services
- 49.0305 Marina Operations
- 49.0306 Marine Maintenance
- 49.0308 Sailors and Deckhands
- 49.0399 Water Transportation, Other

### 49.99 Transportation and Material Moving, Other

- 49.9999 Transportation and Material Moving, Other

## 50. VISUAL AND PERFORMING ARTS

### 50.01 Visual and Performing Arts, General

- 50.0101 Visual and Performing Arts, General

### 50.02 Crafts

- 50.0201 Crafts, General
- 50.0202 Ceramics
- 50.0204 Fiber/Textiles/Weaving
- 50.0205 Glass
- 50.0206 Metal/Jewelry
- 50.0299 Crafts, Other

### 50.03 Dance

- 50.0301 Dance

### 50.04 Design

- 50.0401 Design, General
- Environmental Design (see 04.0401)
- Fashion Design (see 19.0902)
- 50.0402 Graphic Design
- 50.0403 Illustration Design
- 50.0404 Industrial Design
- Interior Design (see 04.0501)

50 0701 Fine Arts, General.  
50 0702 Art Conservation  
50 0703 Art History and Appreciation  
50 0704 Arts Management  
50 0705 Drawing  
50 0706 Intermedia  
50 0708 Painting  
50 0709 Sculpture  
50 0710 Printmaking  
50.0799 Fine Arts, Other

50.09 Music  
50.0901 Music, General  
50.0902 Music History and Appreciation  
50.0903 Music Performance  
50.0904 Music Theory and Composition  
50.0999 Music, Other

50.99 Visual and Performing Arts, Other  
50.9999 Visual and Performing Arts, Other

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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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your State Coordinator. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

NOTICE: The racial/ethnic data on this survey is mandatory only for those institutions subject to the requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For the other institutions, it is voluntary and authorized by U.S. 1221 e-1.

Name of Respondent

Title:

Phone Number:

**PROGRAM ENROLLMENT**

of the Institution's Official Fall Reporting Date or as of October 15

Line No.	Non- Resident Alien	Black Non- Hispanic	American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White Non- Hispanic			
			Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)
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ONAL PROGRAMS

**UNIVERSITY RECORDS**

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

Applicability of Report. This fall enrollment report is requested only from institutions with occupationally specific subbaccalaureate programs, a subset of programs included in the comprehensive Classification of Instructional Programs (CIP). A list of occupationally specific programs and their six-digit codes follows these instructions. Review this list to determine whether your institution offers any of the applicable programs. If completions for any of these programs are reported on your Completions form, the enrollments for that program should be reported here.

## PERIOD OF REPORT

Enrollment should be reported as of the institution's official fall reporting date or October 15.

## INSTRUCTIONS FOR COMPLETING THE FORM

A. Students Included in Report. Report only those students enrolled in subbaccalaureate programs that are specifically designed to provide occupational preparation, including those in off-campus centers. Students enrolled in a program are either: (1) those who have formally declared their program intent; or (2) those who have completed at least 25% of a program's requirements. The program may result in a degree, certificate, or other formal award granted by the institution.

Include high school students in these programs if they are working toward the completion of a program.

B. Program Classification. This form incorporates the new Classification of Instructional Programs (CIP), 1985 version. A complete list of CIP titles that have been identified as being occupationally specific is attached for reference.

1. Section I. Program Enrollment. This section of the survey form lists those occupationally specific programs and their appropriate 6-digit CIP codes that are known to exist at your institution. If your institution no longer offers one or more of these programs, please delete them from the list by drawing a line through the program title(s). For the remaining programs, please enter the enrollment as of the institution's official fall reporting date or October 15. If the enrollment in any existing program is zero, please enter a "0" in columns 13 and 14 for that line.

2. Section II. Additional Programs. For all occupationally specific programs offered by your institution that were not listed in Section I, refer to the attached list of titles and CIP codes. Find the title of the program you wish to report and enter its CIP code and name in the appropriate columns.

gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

1. Method of Collection. The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by student. If a self-identification method is utilized a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed where feasible.
2. Racial/Ethnic Descriptions. Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins.

The categories are:

- Non-Resident Alien (these persons may be of any race/ethnicity)
- Black, Non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, Non-Hispanic

3. Assignment to Categories. For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

Report non-resident aliens in columns 1 and 2 only, regardless of their race/ethnicity. Assign other students to one of the columns 3 through 12 based on information available to the institution.

4. In columns 13 and 14, report the GRAND TOTAL of all students enrolled in occupationally specific subbaccalaureate programs at your institution regardless of race/ethnicity or citizenship.

rights laws applicable to institutions of higher education, the Office for Civil Rights (OCR) in collecting enrollment data similar to that collected under IPEDS on a mandatory basis.

In order to lighten the burden on reporting institutions by eliminating the considerable duplication effort in reporting enrollment data to two separate agencies, the two surveys have been combined into this single survey and integrated into the IPEDS program.

Completion of the racial/ethnic portion of this survey is mandatory for all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulation implementing Title VI (34 CFR 100.13), or as defined in any ED regulation implementing Title IX.

Those institutions to which the regulations do not apply are not required to complete this survey; however, it is hoped that institutions not subject to these provisions will voluntarily complete the survey in order that the data may represent the entire universe of higher education.

## FILING INSTRUCTIONS - COMPLIANCE REQUIREMENTS

Title VI of the Civil Rights Act of 1964 requires that recipients of Federal financial assistance render their benefits and services without regard to race, color, or national origin. Title IX of the Education Amendments of 1972 requires that the benefits and services of federally assisted education programs and activities be offered, with certain exceptions, nondiscriminatorily on the basis of sex. This survey is one indicator utilized by the Office for Civil Rights in carrying out its responsibilities to verify compliance with Title VI and Title IX. Also applicable are Section 790d, Part H, Title VII and Section 845, Part C, Title VIII of the Public Health Service Act of 1972.

This survey is to be filed by all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education regulation implementing Title VI (34 CFR 100.13), or as defined in any Department of Education regulation implementing Title IX. If your institution does not fall into any of these categories, please inform us of this fact.

Section 100.6(b) of the regulation implementing Title VI, set forth below, and similar provisions in the Title VI regulations of other Federal agencies, authorize collection of this information.

### 0.6 Compliance Information

#### (b) Compliance Reports

Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information, as the responsible Department official or his designee shall determine to be necessary to enable him to ascertain whether the recipient has complied with this part. For example, recipients should have available for inspection Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of a program under which a primary recipient extends Federal financial assistance to any

The following definitions are arranged in alphabetical order:

AMERICAN INDIAN OR ALASKAN NATIVE. A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation and community recognition.

ASIAN OR PACIFIC ISLANDER. A person having origins in any of the original peoples of East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from Japan, Korea, the Philippine Islands, Samoa, India, and Vietnam.

BLACK, NON-HISPANIC. A person having origins in any of the black racial groups of Africa.

HISPANIC. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

NON-RESIDENT ALIEN. A person who is not a citizen or national of the United States and is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

OFF-CAMPUS CENTERS (EXTENSION CENTERS). A site of an educational institution that is outside the physical confines of its parent institution, that is not temporary, and offers courses that are part of an organized program at the parent institution.

OFFICIAL FALL REPORTING DATE. That date (in the fall) on which an institution must report enrollment data to either the State, its board of trustees, or some other external governing body.

RACE/ETHNICITY. Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens and resident aliens (holders of Form I-551/155) are:

- Black, Non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, Non-Hispanic

WHITE, NON-HISPANIC. A person having origins in any of the original peoples of Europe, Africa, or the Middle East.

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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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**institution is not represented by a coordinator at the State level, please return the form directly to:**

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

**NOTICE:** The racial/ethnic data on this survey is mandatory only for those institutions subject to the requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For the other institutions, it is voluntary and authorized by U.S.C. 1221 e-1.

**ENROLLMENT SUMMARY BY RACIAL/ETHNIC STATUS**  
 of the Institution's official fall reporting date or as of October 15.

Phone Number:

STUDENT CATEGORIES	Line No	Non- Resident Alien		Black Non- Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White Non- Hispanic	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
FRESHMEN	01												
FIRST-YEAR	02												
SENIOR	03												
	04												
	05												
	06												
SEEKING ADMISSIONS	07												
(LINES 1-7)	08												



### ART A (continued)



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nt the institution's official fall reporting date or as of October 15.

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if the institution's official fall reporting date or as of October 15.

Students Line No	Non- Resident Alien		Black Non- Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander	
	Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)
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DENTS

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- ENROLLMENT SUMMARY OF STUDENTS BY AGE

## PART C - CLARIFYING QUESTIONS

QUESTION	Number of Students	
	Full-Time (1)	Part-Time (2)
1. a. How many students are enrolled exclusively in remedial courses or programs?		
b. How many of these students are not included in Part A enrollment counts?		
2. a. How many students are enrolled exclusively in off-campus or extension centers?		
b. How many of these students, if any, are <u>not</u> included in Part A enrollment counts?		
3. a. How many students are enrolled exclusively in branch campuses located in foreign countries?		
b. How many of these students are not included in Part A enrollment counts?		

preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

## PERIOD OF REPORT

Enrollment should be reported as of the institution's official fall reporting date or October 15.

## INSTRUCTIONS FOR PART A - ENROLLMENT SUMMARY BY RACIAL/ETHNIC STATUS

A. Students Included in Report. Report all students enrolled in courses creditable toward a degree or other formal award. Include students enrolled in courses that are part of a vocational or occupational program, including those enrolled in off-campus centers.

Include high school students taking regular college courses for credit. Report students in the classification in which they are recorded by the institution.

B. Students Excluded from this Report. Do not include in this report:

1. Students enrolled exclusively in courses not creditable toward a formal award in a vocational program.
2. Students exclusively auditing classes.
3. Students studying abroad (e.g., at a foreign university) if their enrollment at the institution is only an administrative record and the fee is only nominal.
4. Students in any branch campus located in a foreign country. Report these in Part C, question 3.

## C. Categorization of Students by Attendance Status and Level

The Definitions section provides detailed definitions of terms used to classify students by full-time and part-time status, by status seeking, or by level of enrollment.

1. Undergraduate Students:

a. Report all students who have entered the institution for a degree or other formal award as follows:

- 1) full-time according to their level of study, as indicated on lines 01-05;
- 2) part-time according to level, as above, on lines 06-09.

b. All undergraduates who are taking courses for credit but are not enrolled in a program leading toward a degree or other formal award should be reported on line 07 or line 21 as full- or part-time, respectively.

2. Postbaccalaureate Students:

a. First-professional students are those enrolled in programs leading toward a first-professional degree in the fields of chiropractic, dentistry, law, medicine, optometry, osteopathy, pharmacy, podiatry, theology, and veterinary medicine. Report these students as first-time in the program, or as all other.

b. Graduate Students:

1) Report all students who have been accepted into graduate programs at your institution as either full- or part-time and first-time or all other, on lines 11 and 12 or 25 and 26, respectively.

2) Report all other postbaccalaureate students enrolled for credit, but not yet accepted into a graduate program on lines 13 or 27, as full- or part-time, respectively.

Major Fields of Study and Corresponding Major Field Codes.

1. Students are to be reported by their major field of study according to the selected categories identified below. The specified fields and their codes were taken directly from "A Classification of Instructional Programs". Field names and corresponding code numbers have been preprinted in the upper left-hand corner of each page. If your institution has no students enrolled in any of the designated fields, check the box as indicated. Students enrolled in the fields of Dentistry, Medicine, Veterinary Medicine, and Law are not to be reported as undergraduate or graduate students but only as first-professional students. Students in programs requiring 4 or 5 years beyond high school should be reported as undergraduates in the appropriate fields.

04.00 Architecture and Environmental Design

06.00 Business and Management

14.00 Engineering

18.04 Dentistry

18.10 Medicine

18.24 Veterinary Medicine

22.00 Law

third year of undergraduate study, report all students with undesignated majors on the "other" (90.00) page according to their appropriate student level.

Categorization of Students by Racial/Ethnic Status and Sex. This information is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

1. Method of Collection: The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by student. If a self-identification method is utilized a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed where feasible.
2. Racial/Ethnic Descriptions: Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins.

The categories are:

Non-Resident Alien (these persons may be of any race/ethnicity)  
Black, Non-Hispanic  
American Indian or Alaskan Native  
Asian or Pacific Islander  
Hispanic  
White, Non-Hispanic

3. Assignment to Categories. For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and for resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

Report non-resident aliens in columns 1 and 2 only, regardless of their race/ethnicity. Assign other students to one of the columns 3 through 12 based on information available to the institution.

4. In columns 13 and 14, report the grand total of all students enrolled in your institution regardless of race/ethnicity or citizenship.

INSTRUCTIONS FOR PART B - ENROLLMENT SUMMARY OF STUDENTS BY AGE

Relation to Enrollment Reported in Part A. This distribution of students should include the same individuals counted in part A. All directions regarding the date of the report, students to include, and categorization of students by attendance status and level, apply to this part.

against totals. Totals of Full-Time Undergraduate Students (line 08) and Full-Time Postbaccalaureate Students (line 14), when added to the Part-Time undergraduates (line 22) and the Part-Time Postbaccalaureates (line 28), should sum to the GRAND TOTAL, ALL STUDENTS (line 29) for each of the columns.

- B. Cross-Section Checks. The total for full-time students, Part B, Line 12, Columns 09 and 10 should equal the total for full-time students, Part A, Lines 8 + 14, Columns 13 and 14. Similarly, the total for part-time students, Part B, Line 24, Columns 09 and 10 should equal Part A, Lines 22 + 28, Columns 13 and 14. The total for all students, Part B, Line 25, Columns 09 and 10 should equal Part A, Line 29, Columns 13 and 14. Some verification by level of enrollment can also be made, if desired.

effort in reporting enrollment data to two separate agencies, the two surveys have been combined into this single survey and integrated into the IPEDS program.

Completion of the racial/ethnic portion of this survey is mandatory for all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulation implementing Title VI (34 CFR 100.13), or as defined in any ED regulation implementing Title IX.

Those institutions to which the regulations do not apply are not required to complete the survey. However, it is hoped that institutions not subject to these provisions will voluntarily complete the entire survey - or at least the Summary page - in order that the data may present the entire universe of higher education.

#### LING INSTRUCTIONS - COMPLIANCE REQUIREMENTS

Title VI of the Civil Rights Act of 1964 requires that recipients of Federal financial assistance offer their benefits and services without regard to race, color, or national origin. Title IX of the Education Amendments of 1972 requires that the benefits and services of federally assisted educational programs and activities be offered, with certain exceptions, nondiscriminatorily on the basis of sex. This survey is one indicator utilized by the Office of Civil Rights in carrying out its responsibilities to verify compliance with Title VI and Title IX. Also applicable are Section 799-A, Part H, Title VII and Section 845, Part C, Title VIII of the Public Health Service Act of 1972.

This survey is to be filed by all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education regulation implementing Title VI (34 CFR 100.13), or as defined in any Department of Education regulation implementing Title IX. If your institution does not fall into any of the categories, please inform us of the fact.

Section 100.6(b) of the regulation implementing Title VI, set forth below, and similar provisions in the Title VI regulations of other Federal agencies, authorize collection of this information.

#### 00.6 Compliance information

##### (b) Compliance reports

Each recipient shall keep records and submit to the responsible Department official or designee timely, complete and accurate compliance reports at such times and in such form and containing such information, as the responsible Department official or designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient

SIAN OR PACIFIC ISLANDER. A person having origins in any of the original peoples of  
Asia, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from  
China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

BLACK, NON-HISPANIC. A person having origins in any of the black racial groups of Africa.

CREDIT. Recognition of attendance and/or performance in an instructional activity (course  
program) that can be applied by a recipient to requirements for a degree, diploma, or other  
formal award at a given institution.

CREDIT COURSE. A course that, if successfully completed, can be applied toward the number  
of courses required for achieving a degree, certificate, or other formal award at a given  
institution.

DEGREE SEEKING STUDENTS. Students enrolled in courses for credit who are recognized  
by the institution as earning credit toward a degree or formal award.

FIRST-PROFESSIONAL STUDENT. A student enrolled in any of the following degree programs:

Chiropractic (D.C.)  
Dentistry (D.D.S. or D.M.D.)  
Medicine (M.D.)  
Optometry (O.D.)  
osteopathic Medicine (D.O.)

Pharmacy (D. Phar.)  
Podiatry (Pod. D. or D.P.)  
Veterinary Medicine (D.V.M.)  
Law (L.L.B. or J.D.)  
Theology (M.Div. or M.H.L.)

FIRST-TIME FRESHMAN. An entering freshman who has never attended any college. Includes  
students enrolled in the fall term who attended college for the first time in the prior summer  
term. Also includes students who entered with advanced standing (college credits earned  
before graduation from high school).

FIRST-TIME GRADUATE-LEVEL STUDENT. A person enrolled at the graduate level for the first  
time. Includes graduate students enrolled in the fall term who attended graduate school in  
the prior summer term.

FIRST-TIME FIRST-PROFESSIONAL STUDENT. A student enrolled for the first time in a  
first-professional degree program. Includes first-professional students enrolled in the fall term  
who entered the institution in the prior summer term.

FIRST-TIME STUDENT. A student attending any institution for the first time. That is,  
student enters an institution with no credit toward a degree or award at the level enrolled  
(e.g., graduate student or first-professional student).

FIRST-YEAR STUDENT. A student who has completed less than the equivalent of one full year  
of undergraduate work. For example, less than 30 semester hours in a 120 hour degree  
program.

ALL-TIME STUDENT.

Undergraduate: A student enrolled for either 12 or more semester credits; 12 or more quarter credits; or 24 contact hours per week each term.

Graduate: A student enrolled for either 9 or more semester credits, or 9 or more quarter credits.

First-Professional: As defined by the institution.

GRADUATE STUDENT. A student who holds a bachelor's or first-professional degree, equivalent, and is taking courses at the postbaccalaureate level. These students may or may be enrolled in graduate programs.

SPANIC. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

NON-CREDIT COURSES. A course or activity having no credit applicable toward a formal award, certificate or degree.

NON-DEGREE SEEKING STUDENTS. Students enrolled in courses for credit who are recognized by the institution as earning credit for a degree or formal award.

NON-RESIDENT ALIEN. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

OFF-CAMPUS CENTERS (EXTENSION CENTERS). A site of an educational institution that is outside the physical confines of its parent institution, that is not temporary and offers courses that are part of an organized program at the parent institution.

OFFICIAL FALL ENROLLMENT DATE. The date (in the fall) on which an institution must report all enrollment data to either the State, its board of trustees, or some other external governing body.

PART-TIME STUDENT.

Undergraduate: A student enrolled for either 11 semester credits or less, or 11 quarter credits or less, or less than 24 contact hours per week.

Graduate: A student enrolled for either 8 semester credits or less, or 8 quarter credits or less.

POSTBACCALAUREATE STUDENT. A student enrolled in graduate or undergraduate courses who is not seeking a formal award but who has earned a bachelor's degree.

or belong in the eyes of the community. The categories do not denote scientific or anthropological origins. A person may be counted in only one group. The groups categorize U.S. citizens and resident aliens (holders of Form I-551/155) are:

Black, Non-Hispanic  
American Indian or Alaskan Native  
Asian or Pacific Islander  
Hispanic  
White, Non-Hispanic

REMEDIAL COURSES. Instructional activities designed for students deficient in the competencies necessary for a regular postsecondary curriculum and educational setting.

SECOND-YEAR STUDENT. A student who has completed the equivalent of one year time undergraduate work. For example, at least 30 semester hours but less than 60 semester hours in a 120 semester hour program.

THIRD-YEAR STUDENT. A student who has completed the equivalent of two years of undergraduate work. That is, at least 60 semester hours but less than 90 semester hours in a 120 semester hour program.

UNCLASSIFIED STUDENT. A student taking courses creditable toward a degree or other award who cannot be classified by academic level. For example, this could include a student whose earned credits have not been determined at the time of the fall report.

UNDERGRADUATE. A student enrolled in a four or five year bachelor's degree program, associate degree program, or in a vocational or technical program below the baccalaureate level.

WHITE, NON-HISPANIC. A person having origins in any of the original peoples of North Africa, or the Middle East.

**your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:**

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

**NOTICE:** The racial/ethnic data on this survey is mandatory only for those institutions subject to the requirements of Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. For the other institutions, it is voluntary and authorized by U.S.C. 1221 e-1.

Phone Number:

**OLMENT SUMMARY BY RACIAL/ETHNIC STATUS**  
 the Institution's official fall reporting date or as of October 15.

ENTS T	Line No	Non- Resident Alien		Black Non- Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White Non- Hispanic	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
ENTS													
-YEAR	01												
	02												
	03												
	04												
	05												
	-4)												
	ENTS												
	-YEAR	06											
		07											
		08											
		09											
		10											
		11											
	- AND 10)												

**B - ENROLLMENT SUMMARY OF STUDENTS BY AGE**

**PART C - CLARIFYING QUESTIONS**

QUESTION	Number of Students	
	Full-Time	Part-Time
	(1)	(2)
1. a. How many students are enrolled exclusively in remedial courses or programs?		
b. How many of these students are not included in Part A enrollment counts?		
2. a. How many students are enrolled exclusively in off-campus or extension centers?		
b. How many of these students, if any, are not included in Part A enrollment counts?		
3. a. How many students are enrolled exclusively in branch campuses located in foreign countries?		
b. How many of these students are not included in Part A enrollment counts?		

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

## PERIOD OF REPORT

Enrollment should be reported as of the institution's official fall reporting date or October 15.

## INSTRUCTIONS FOR PART A - ENROLLMENT SUMMARY BY RACIAL/ETHNIC STATUS

A. Students Included in Report. Report all students enrolled in courses creditable toward degree or other formal award. Include students enrolled in courses that are part of vocational or occupational program, including those enrolled in off-campus centers.

Include high school students taking regular college courses for credit. Report these students in the classification in which they are recorded by the institution.

B. Students Excluded from this Report. Do not include in this report:

1. Students enrolled exclusively in courses not creditable toward a formal award or vocational program.
2. Students exclusively auditing classes.
3. Students studying abroad (e.g., at a foreign university) if their enrollment at the institution is only an administrative record and the fee is only nominal.
4. Students in any branch campus located in a foreign country. Report these students Part C, question 3.

C. Categorization of Students by Attendance Status and Level

The Definitions section provides detailed definitions of specific terms, and should be used to classify students by full-time and part-time status, by degree seeking or non-degree seeking, or by level of enrollment.

1. Degree Seeking Students: Report all students who have entered the institution with the intent of seeking a degree or other formal award as follows:

- a) First-time first-year students should be reported on lines 01 and 06, as either full or part-time;
- b) All other first-year students should be reported on lines 02 or 07 respectively.

CATEGORY SECTION This section is being gathered in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

1. Method of Collection: The manner of collecting the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data. One acceptable method is a properly controlled system of post-enrollment self-identification by student. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed where feasible.
2. Racial/Ethnic Descriptions: Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins.

The categories are:

Non-Resident Alien (these persons may be of any race/ethnicity)

Black, Non-Hispanic

American Indian or Alaskan Native

Asian or Pacific Islander

Hispanic

White, Non-Hispanic

3. Assignment to Categories. For the purpose of this report, a student may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic group. Designations are requested only for United States citizens and for resident aliens, persons who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards - Form I-551/155).

Report non-resident aliens in columns 1 and 2 only, regardless of their race/ethnicity. Assign other students to one of the columns 3 through 12 based on information available to the institution.

4. In columns 13 and 14, report the grand total of all students enrolled in your institution regardless of race/ethnicity or citizenship.

#### STRUCTIONS FOR PART B - ENROLLMENT SUMMARY OF STUDENTS BY AGE

Relation to Enrollment Reported in Part A. This distribution of students should include the same individuals counted in part A. All directions regarding the date of the report, students to include, and categorization of students by attendance status and level, apply to this part.

Age of Students. Use institutional records to calculate age. Report age as of the date of this fall report.

across columns.

A. Subtotals. Part A is organized to provide several edit checks of specific cell contents against totals. Totals of Full-Time Students (line 5) and Part-Time Students (line 6) should sum to the GRAND TOTAL, ALL STUDENTS (line 11) for each of the columns.

B. Cross-Section Checks. The totals for full-time degree seeking students, Part B, Line 1, Columns 1 and 2 should equal the total for full-time degree seeking students, Part A, Lines 1 through 3, columns 13 and 14. Similarly, the totals for full-time non-degree seeking students, Part B, Line 12, Columns 3 and 4 should equal Part A, Line 4, Columns 13 and 14. Part-time totals should be compared in a similar manner.

The GRAND TOTAL, ALL STUDENTS, Part A, line 11, columns 13 and 14, should equal Part B, line 12, columns 9 and 10.

f effort in reporting enrollment data to two separate agencies, the two surveys have been combined into this single survey and integrated into the IPEDS program.

Completion of the racial/ethnic portion of this survey is mandatory for all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulation implementing Title VI (34 CFR 100.13), or as defined in any ED regulation implementing Title IX.

Those institutions to which the regulations do not apply are not required to complete the survey. However, it is hoped that institutions not subject to these provisions will voluntarily complete the entire survey - or at least the Summary page - in order that the data may represent the entire universe of higher education.

#### LING INSTRUCTIONS - COMPLIANCE REQUIREMENTS

Title VI of the Civil Rights Act of 1964 requires that recipients of Federal financial assistance offer their benefits and services without regard to race, color, or national origin. Title IX of the Education Amendments of 1972 requires that the benefits and services of federally assisted educational programs and activities be offered, with certain exceptions, nondiscriminatorily on the basis of sex. This survey is one indicator utilized by the Office of Civil Rights in carrying out its responsibilities to verify compliance with Title VI and Title IX. Also applicable are Section 799-A, Part H, Title VII and Section 845, Part C, Title VIII of the Public Health Service Act of 1972.

This survey is to be filed by all institutions of higher education which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education regulation implementing Title VI (34 CFR 100.13), or as defined in any Department of Education regulation implementing Title IX. If your institution does not fit into any of these categories, please inform us of the fact.

Section 100.6(b) of the regulation implementing Title VI, set forth below, and the Title VI regulations of other Federal agencies, authorize collection of the following information:

#### 0.6 Compliance information

##### (b) Compliance reports

Each recipient shall keep records and submit to the responsible designee timely, complete and accurate compliance reports at such form and containing such information, as the responsible Designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipient shall report to the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federal programs. In the case of any program under which a primary recipient provides assistance to any other recipient, such other recipient shall also report to the primary recipient as may be necessary to enable

AMERICAN INDIAN OR ALASKAN NATIVE. A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

ASIAN OR PACIFIC ISLANDER. A person having origins in any of the original peoples of East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, Samoa, India and Vietnam.

BLACK, NON-HISPANIC. A person having origins in any of the black racial groups of Africa.

CREDIT. Recognition of attendance and/or performance in an instructional activity (course or program) that can be applied by a recipient to requirements for a degree, diploma, or other formal award at a given institution.

CREDIT COURSE. A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, certificate, or other formal award at a given institution.

Degree seeking students. Students enrolled in courses for credit who are recognized by an institution as earning credit toward a degree or formal award.

FRESHMAN. An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

FRESHMAN STUDENT. A student attending any institution for the first time. That is, a student enters an institution with no credit toward a degree or award.

SECOND-YEAR STUDENT. A student who has completed less than the equivalent of one full year of undergraduate work. For example, less than 30 semester hours in a 120 hour degree program.

SENIOR. A first year undergraduate student.

STUDENT. A student enrolled for either 12 or more semester credits; 12 or more quarter credits; or 24 contact hours per week term.

HISPANIC. A person of Mexican, Puerto Rican, Cuban, Central or South American or Spanish culture or origin, regardless of race.

NON-CREDIT COURSES. A course or activity having no credit applicable toward a certificate, diploma, or degree.

NON-DEGREE SEEKING STUDENTS. Students enrolled in courses for credit who are

that are part of an organized program at the parent institution.

OFFICIAL FALL ENROLLMENT DATE. The date (in the fall) on which an institution must report enrollment data to either the State, its board of trustees, or some other external governing body.

PART-TIME STUDENT. A student enrolled for either 11 semester credits or less, or 15 quarter credits or less, or less than 24 contact hours per week.

RACE/ETHNICITY. Categories used to describe groups to which individuals belong, identify who they belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens and resident aliens (holders of Form I-551/155) are:

- Black, Non-Hispanic
- American Indian or Alaskan Native
- Asian or Pacific Islander
- Hispanic
- White, Non-Hispanic

REMEDIAL COURSES. Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

UNCLASSIFIED STUDENT. A student taking courses creditable toward a degree or other formal award who cannot be classified by academic level. For example, this could include a transfer student whose earned credits have not been determined at the time of the fall report.

UNDERGRADUATE. A student enrolled in a four or five year bachelor's degree program, in an associate degree program, or in a vocational or technical program below the baccalaureate.

WHITE, NON-HISPANIC. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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**institution is not represented by a coordinator at the State level, please return the form directly to:**

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Name of Respondent

Title:

Phone Number:

State of Residence When Student Was Admitted to This Level	FIPS CODE	Students Enrolled For the First Time					Loca tion of Our State C hange Each					
		Degree Seeking Undergraduates		Transfers	First- Professionals	Graduate- level Students						
		First-Time Freshmen										
		Total	Graduated from High School in past 12 months									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)					
a	01											
	02											
a	04											
as	05											
nia	06											
do	08											
cticut	09											
re	10											
f Columbia	11											
	12											
a	13											
	15											
	16											
	17											
	18											
	19											
	20											
ky	21											
na	22											
	23											
nd	24											
chusetts	25											
an	26											
ota	27											
issippi	28											
uri	29											

State of Residence When Student Was Admitted to This Level	FIPS CODE	Students Enrolled For the First Time					Loc of Out State (Ch Each)	
		Degree Seeking Undergraduates			Transfers	First- Professionals		
		First-Time Freshmen		Graduated from High School in past 12 months				
		Total	(1)	(2)		(3)	(4)	
New Jersey	34							
Mexico	35							
New York	36							
South Carolina	37							
North Dakota	38							
Alabama	39							
Pennsylvania	40							
Guam	41							
Virginia	42							
Hawaii	44							
South Carolina	45							
North Dakota	46							
Tennessee	47							
Mississippi	48							
West Virginia	49							
Wyoming	50							
Illinois	51							
Oregon	53							
Virginia	54							
Wisconsin	55							
Washington	56							
Unknown	57							
American Samoa	58							
U.S. Virgin Islands	59							
Puerto Rico	60							
U.S. Territory Islands	61							
Other Islands	62							
Other Countries	63							

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

## PERIOD OF REPORT

The "as of" date for this report is the same as that specified in the Fall Enrollment report the institution's official fall reporting date or October 15.

## INSTRUCTIONS FOR COMPLETING THE REPORT

- A. Students Included in Report. This report should include students in two groups:
1. The first group is all students who were designated as first-time students on the Fall Enrollment report. These students can be at any of three levels:
    - a. First-time Freshmen. Students shown on the Fall Enrollment report in lines 01 (full-time) and 15 (part-time) as first-time freshmen should be reported in column (1). Column (1) should include all freshmen by State of residence, including those entering the institution with a GED or without a high school diploma and with any year of graduation. Freshmen from column (1) who graduated from high school within the previous 12 months are to be reported again by their State of Residence in column (2).
    - b. First-time First-Professional. Students shown on the Fall Enrollment report on lines 09 (full-time) and 23 (part-time) should be reported in column (4).
    - c. First-time Graduate-level Students. Students shown on the Fall Enrollment report on lines 11 (full-time) and 25 (part-time) should be reported in column (5).
  2. The second group is other students who are entering this. This group will constitute a subgroup of those included or

Transfer Degree Seeking Undergraduates. Report undergraduate students who have attended another college or baccalaureate degree. They may be transferring with or without credit. Students reported here would be a subset of those shown on the Fall Enrollment report on lines 02 through 06 (full-time) or 16 through 20 (part-time).

- B. Students Excluded from this Report. Do not include

1. Students enrolled exclusively in courses not constituting a vocational program.

State in which a student has a driver's license or is registered to vote. It is not necessarily the State in which the student's high school is located.

D. Location of Out-of-State Centers. If this institution has any instructional centers or maintains a physical presence outside the State of the main campus, place a check in column 6 to indicate the States in which centers are located.

EDIT CHECKS

Note that total entries are always computed by adding down rows or across columns.

Grand Totals. For each of columns 1 through 5, lines 1 through 64 must equal line 65.

following definitions are arranged in alphabetical order.

FREE SEEKING STUDENTS. Students enrolled in courses for credit who are recognized by the institution as earning credit toward a degree or formal award.

CODE. This is the Federal Information Processing Standards (FIPS) code used throughout the Federal Government as a State identification code.

FIRST-PROFESSIONAL STUDENT. A student enrolled in any of the following degree programs:

Chiropractic (D.C.)	Pharmacy (D.Phar.)
Dentistry (D.D.S. or D.M.D.)	Podiatry (Pod.D. or D.P.)
Medicine (M.D.)	Veterinary Medicine (D.V.M.)
Optometry (O.D.)	Law (L.L.B. or J.D.)
Osteopathic Medicine (D.O.)	Theology (M.Div. or M.H.L.)

FT-TIME FIRST-PROFESSIONAL STUDENT. A student enrolled for the first time in a first-professional degree program. Include first-professional students enrolled in the fall term who entered the institution in the prior summer term.

FT-TIME FRESHMAN. An entering freshman who has never attended any college. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned by graduation from high school).

FT-TIME GRADUATE-LEVEL STUDENT. A person enrolled at the graduate level. Includes graduate students enrolled in the fall term who attended graduate school in the summer term.

FT-TIME STUDENT. A student attending any institution for the first time in an institution with no credit toward a degree or award at the undergraduate level (undergraduate or first-professional student).

OUT-OF-STATE CENTERS. Sites where courses or programs are offered that are in a different location from the State of the main campus.

PLACE OF RESIDENCE. A person's permanent address as determined by such evidence as driver's license or voter registration. For entering freshmen, residence may be the legal residence of the parent or guardian.

TRANSFER STUDENT. A student who is entering the reporting institution for the first time having previously attended another postsecondary institution at the same level (undergraduate, etc.).

UNDERGRADUATE. A student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or in a vocational or technical program below the baccalaureate.

your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Identification No.

Name of Respondent:

Title:

Phone Number:

e of ce When nt Was dmited This l Level	PIPS CODE	Students Enrolled For the First Time			Loca of Ou State C (Ch Each	
		Degree Seeking				
		First-Year Students		Transfers		
		Total	Graduated from High School in past 12 months			
		(1)	(2)	(3)	(4)	
01						
02						
04						
05						
06						
08						
09						
10						
Columbia	11					
12						
13						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
Massachusetts	25					
26						
27						
28						
29						

e of ce When nt Was dmited This nt Level	FIPS CODE	Students Enrolled For the First Time			Location of Out-of- State Cen- (Check Each Sta-	
		Degree Seeking Undergraduates				
		First-Year Students		Transfers		
		Total	Graduated from High School in past 12 months			
	(1)	(2)		(3)	(4)	
ersey	34					
uxico	35					
rk	36					
carolina	37					
akota	38					
	39					
na	40					
	41					
iania	42					
land	44					
Carolina	45					
akota	46					
ee	47					
	48					
	49					
t	50					
	51					
ington	53					
irginia	54					
sin	55					
ng	56					
nknown	57					
an Samoa	58					
	59					
rianas	60					
Rico	61					
erritory lans	62					
slands	63					
Samoa	64					

In the space provided at the top of the report, make any necessary corrections to preprinted address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

PERIOD OF REPORT

The "as of" date for this report is the same as that specified in the Fall Enrollment report, the institution's official fall reporting date or October 15.

INSTRUCTIONS FOR COMPLETING THE REPORT

A. Students Included in Report. This report should include students in two groups:

1. The first group is all students who were designated as first-time first-year students on the Fall Enrollment report.

First-time First-year. Students shown on the Fall Enrollment report in lines (full-time) and 06 (part-time) as first-time first-year should be reported in column Column (1) should include all freshmen by State of residence, including those entering the institution with a GED or without a high school diploma and with any year graduation. Freshmen from column (1) who graduated from high school within previous 12 months are to be reported again by their State of Residence in column

2. The second group is other students who are entering. This group will constitute a subgroup of those included.

Transfer Degree Seeking Undergraduates. Report undergraduate students who have attended and received a baccalaureate degree. They may be transferred here would be a subset of those shown in lines 02 through 03 (full-time) or 07 through 08

B. Students Excluded from this Report. Do not include:

1. Students enrolled exclusively in courses not part of a vocational program.
2. Students exclusively auditing classes.
3. Students studying abroad (e.g., at a foreign institution) is only an administrative record and the
4. Students in any branch campus located in a foreign country.

For entering freshmen, this may be the legal residence of a parent or guardian, or State in which a student has a driver's license or is registered to vote. It is not necessarily the State in which the student's high school is located.

D. Location of Out-of-State Centers. If this institution has any instructional centers maintains a physical presence outside the State of the main campus, place a check column 4 to indicate the States in which centers are located.

EDIT CHECKS

Note that total entries are always computed by adding down rows.

Grand Totals. For each of columns 1 through 3, lines 1 through 64 must equal line 65.

Institution as earning credit toward a degree or formal award.

FIPS CODE. This is the Federal Information Processing Standards (FIPS) code used throughout the Federal Government as a State identification code.

FIRST-TIME FIRST-YEAR STUDENT. A student attending any institution for the first time at the undergraduate level.

OUT-OF-STATE CENTERS. Sites where courses or programs are offered that are in different from the State of the main campus.

STATE OF RESIDENCE. A person's permanent address as determined by such evidence as driver's license or voter registration. For entering freshmen, residence may be the legal residence of a parent or guardian.

TRANSFER STUDENT. A student who is entering the reporting institution for the first time known to have previously attended a postsecondary institution at the same level (undergraduate, etc.).

UNDERGRADUATE. A student enrolled in a four- or five-year bachelor's degree program, an associate degree program, or in a vocational or technical program below the baccalaureate level.

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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

If there are any questions about this form, contact:

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

**Title**

**Phone Number:**

Period covered by this report:  July 1 to June 30 or \_\_\_\_\_ to \_\_\_\_\_

PART A - CREDIT/CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD

Level of Course	Line No.	Total Hours Attempted	
		Total 12-Month Period	Fall Term
		(1)	(2)
A. Undergraduate			
1. Credit Hours	01		
2. Contact Hours	02		
B. First-Professional <sup>1</sup> (credit hours only)			
1. Medicine, General	03		
2. Other Health Sciences (Chiropractic, Dentistry, Optometry, Osteopathic Medicine, Pharmacy, Podiatry, Veterinary Medicine)	04		
3. Other First-Professional (Law and Theology)	05		
C. Graduate (credit hours only)	06		

<sup>1</sup> If credit hours cannot be assigned, check here and leave blank on any of lines 3-5:

**PART B - NUMBER OF CREDIT/CONTACT HOURS ATTEMPTED IN REMEDIAL COURSES**

Credit hours      Contact hours

Are these credit hours included in part A?  Yes  No

PART C - UNDUPPLICATED COUNT OF STUDENTS EVER ENROLLED FOR CREDIT IN A  
TWELVE-MONTH PERIOD

Level of Student	Line No.	Number of Students
<u>A. Undergraduate Students</u>		
1. Degree Seeking	01	
2. Non-degree Seeking	02	
<u>B. First-Professional Students</u>	03	

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and telephone number of the person responsible for completing the report.

## PERIOD OF REPORT

The twelve (12) month period covered by this report is July 1, 1986 to June 30, 1987. If it is more convenient to report for some other twelve month period, enter the period covered by the report; however, the reporting period must have ended prior to September 1, 1987.

## INSTRUCTIONS FOR PART A - CREDIT/CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD

- A. Courses Included in Report. Include all courses carrying credit towards a degree or other formal award. Include those courses comprising part of a terminal vocational or occupational program.
- B. Enrollment Included in Report. Credit hours attempted should be computed for all persons enrolled in a course for credit. Include credit hours for high school students taking courses for credit; do not include auditors or students studying abroad.
- C. Credit Hour Enrollment. To compute credit hours, multiply the hour value of each credit course by the number of students enrolled in the course for credit. The number of students enrolled in a course is the number enrolled at the close of the official add period for each term. If there is no official add period, report as of the 15th day of each regular term, and the 5th day of each summer term. Sum the credit hours carried in each course to determine total credit hours attempted.
  1. Total 12-Month Period. Report in column 1, the total credit/contact hours attempted by all students during the entire year. Include all short courses as well as regular academic terms.
  2. Fall Term. Report in column 2, the total credit/contact hours attempted during the fall term of the year for which you are reporting. These will have been included in your count in column 1, and will be used in conjunction with your fall enrollment report to determine full-time equivalent enrollment.
  3. Course Level. The level of each course (undergraduate, first-professional, or graduate) should be the designated level of the course by the institution.

If there are courses that cannot be assigned to a single level (eg., if some courses carry both undergraduate and graduate) position the enrollment in the course based on the level of the highest credit course taken.

Students Included in Report. Report an unduplicated headcount of the number of students by level (undergraduate, first-professional, or graduate) enrolled for credit during the reporting period in any courses leading to a degree or other formal award or in any courses that are part of a terminal vocational or occupational program.

Students Excluded from Report. Do not report students whose only credit enrollment was at a branch campus located in a foreign country.

Level of Students. Report students according to the level of their standing with the institution. Students who already hold a baccalaureate degree but are enrolled as an undergraduate for additional undergraduate courses should be counted as undergraduates. Students admitted with graduate standing should be counted as graduate students even if they are taking some undergraduate courses.

Students whose level changed during the year should be reported at their most recent level. DO NOT COUNT THEM TWICE. For example, a student enrolled in credit courses the fall as an undergraduate, and in the spring as a graduate student, should be reported as a graduate student on line 06.

The following definitions are arranged in alphabetical order:

CONTACT HOUR. A unit of measure that represents an hour (50-70 minutes) of instruction given to students. The total number of hours spent by all students in instructional activities during a specified period of time can be determined as follows:

If a course with an enrollment of 20 students meets three hours per week for 15 weeks, the number of student-contact hours is  $20 \times 3 \times 15 = 900$ . Similarly, if a course with an enrollment of 20 students meets eight hours per day for 2 days, the number of student-contact hours is  $20 \times 8 \times 2 = 320$ .

CREDIT. Recognition of attendance and/or performance in an instructional activity (course or program) that can be applied by a recipient to requirements for a degree, diploma, or other formal award at a given institution.

CREDIT COURSE. A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, certificate, or other formal award at a given institution.

CREDIT HOUR. A unit of measure that represents an hour of instruction that can be applied toward the total number of hours needed for completing the requirements of a degree, certificate, or other formal award at a given institution.

FALL TERM. That part of the academic year that begins on or about September 1 to October 31.

FIRST-PROFESSIONAL STUDENT. A student enrolled in any of the following degree programs:

Chiropractic (D.C.)	Pharmacy (D.Phar.)
Dentistry (D.D.S. or D.M.D.)	Podiatry (Pod. D. or D.P.)
Medicine (M.D.)	Veterinary Medicine (D.V.M.)
Optometry (O.D.)	Law (L.L.B., J.D.)
Osteopathic Medicine (D.O.)	Theology (M.Div. or M.H.L.)

GRADUATE STUDENT. A student who holds a bachelor's or first-professional degree equivalent, and is taking courses at the postbaccalaureate level. These students may or may not be enrolled in graduate programs.

REMEDIAL COURSES. Instructional activities designed for students deficient in the competencies necessary for a regular postsecondary curriculum and educational setting.

UNDERGRADUATE. A student enrolled in a four or five year bachelor's degree program, an associate degree program, or in a vocational or technical program below the baccalaureate.

your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

If there are any questions about this form, contact:

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Period covered by this report:  July 1 to June 30 or \_\_\_\_\_ to \_\_\_\_\_

**PART A - CREDIT/CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD**

Type of Course	Line No.	Total Hours Attempted	
		Total 12-Month Period (1)	Fall Term (2)
All Courses (credit hours)	01		
All Courses (contact hours)	02		

**PART B - NUMBER OF CREDIT/CONTACT HOURS ATTEMPTED IN REMEDIAL COURSES**

Credit hours

Contact hours

Are these credit hours included in part A?  Yes  No

**PART C - UNDUPPLICATED COUNT OF STUDENTS EVER ENROLLED FOR CREDIT IN A TWELVE-MONTH PERIOD**

Students	Line No	Number of Students
Total students enrolled for credit	01	

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## INSTRUCTIONS FOR PART A - CREDIT/CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD

- A. Courses Included in Report. Include all courses carrying credit towards a degree or other formal award. Include those courses comprising part of a terminal vocational occupational program.
- B. Enrollment Included in Report. Credit hours attempted should be computed for persons enrolled in a course for credit. Include credit hours for high school students taking courses for credit; do not include auditors or students studying abroad.
- C. Credit Hour Enrollment. To compute credit hours, multiply the hour value of each credit course by the number of students enrolled in the course for credit. The number of students enrolled in a course is the number enrolled at the close of the official add period for each term. If there is no official add period, report as of the 15th day of the 12-15 week term, and the 5th day of shorter terms. Sum the credit hours for each course to determine total credit hours attempted.
  1. Total 12-Month Period. Report in column 1, the total credit hours attempted by all students during the entire year. Include all short and long academic terms.
  2. Fall Term. Report in column 2, the total credit hours attempted for the fall term of the year for which you are reporting. This count will be used in conjunction with the total credit hours attempted in column 1, and will be used in conjunction with the full-time equivalent enrollment.

## INSTRUCTIONS FOR PART B - NUMBER OF CREDITS IN REMEDIAL COURSES

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

## INSTITUTIONAL IDENTIFICATION

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## INSTRUCTIONS FOR PART A - CREDIT/CONTACT HOURS ATTEMPTED IN A TWELVE-MONTH PERIOD

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  1. Total 12-Month Period. Report in column 1, the total credit/contact hours attempted by all students during the entire year. Include all short courses as well as regular academic terms.
  2. Fall Term. Report in column 2, the total credit/contact hours attempted during the fall term of the year for which you are reporting. These will have been included in your count in column 1, and will be used in conjunction with your fall enrollment report to determine full-time equivalent enrollment.

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Students Excluded from Report. Do not report students whose only credit enrollment was at a branch campus located in a foreign country.

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FALL TERM. That part of the academic year that begins on or about September 1 to October 31.

REMEDIAL COURSES. Instructional activities designed for students deficient in the general competencies necessary for a regular postsecondary curriculum and educational setting.

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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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**your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:**

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**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

Name of Respondent:

Title:

Phone Number:

Report Covers Finance Activity for Fiscal Year 1987.

Calendar Dates for this Fiscal Year: \_\_\_\_\_, 19\_\_\_\_ to \_\_\_\_\_, 19\_\_\_\_

**A - CURRENT FUNDS REVENUES BY SOURCE FOR FISCAL YEAR 1987**

Source of Funds	Line No.	Amount (whole dollars)		
		Unrestricted (1)	Restricted (2)	Total (3)
tion and Fees	1	\$	\$	\$
overnment Appropriations*				
federal Total* . . . . .	2			
through State channels	3			
ate*	4			
ocal*	5			
overnment Grants d Contracts				
federal*	6			
ate*	7			
ocal*	8			
ivate Gifts, Grants, d Contracts*	9			
owment Income*	10			
es and Services of Educational Activities*	11			
xiliary Enterprises	12			
spitals**	13			
her Sources*	14			
ependent Operations*	15			

Function of Expenditures	Line No.	Amount (whole dollars)			Wages Without Employee Benefits (Included in Col. 3)	Emp. Comp.
		Unrestricted	Restricted	Total		
		(1)	(2)	(3)		
EDUCATIONAL AND GENERAL						
Instruction	1	\$	\$	\$	\$	
Research	2					
PUBLIC SERVICE	3					
Academic Support . . . . .	4					
Includes Library Expenditures of	\$	5				
Student Services	6					
Institutional Support	7					
Operation and Maintenance Plant	8					
Scholarships and Fellowships	9					
Mandatory Transfers	10					
Nonmandatory Transfers	11					
EDUCATIONAL AND GENERAL EXPENDITURES TRANSFERS of lines 1-4,6-11)	12	\$	\$	\$		
NONEDUCATIONAL ENTERPRISES . . . . .	13					
Includes Mandatory Transfer of	\$	14				
Includes Nonmandatory Transfer of	\$	15				
HOSPITALS . . . . .	16					
Includes Mandatory Transfer of	\$	17				
Includes Nonmandatory Transfer of	\$	18				
PENDING OPERATIONS . . . . .	19					
Includes Mandatory Transfer of	\$	20				
Includes Nonmandatory Transfer of	\$	21				
GENERAL CURRENT FUNDS EXCHANGES AND TRANSFERS	22	\$	\$	\$		

□ Yes

If yes, are any costs for the operation of central administration included in this report

No  
 Yes Amount \$ \_\_\_\_\_

#### Tuition and Fees

- a. Tuition and fees (Copy Part A, line 1, column 3) \$ \_\_\_\_\_  
b. Tuition and fees collections (including remissions) used for purposes other than current operations (e.g. debt retirement) not reported in Part A, line 1 \$ \_\_\_\_\_  
c. Total tuition and fees (a + b) \$ \_\_\_\_\_

#### Intercollegiate Athletics

This institution's intercollegiate athletic program is funded through: (check all that apply)

- a.  This institution has no intercollegiate athletic program

#### Institutional Accounts

- b.  Amount reported in Auxiliary Enterprises (Part B, line 13) \$ \_\_\_\_\_  
c.  Amount reported in Instruction (Part B, line 1) \$ \_\_\_\_\_  
d.  Amount reported in Student Services (Part B, line 6) \$ \_\_\_\_\_

#### Separate Corporation or Foundation

- e.  Amount from a separate corporation or foundation \$ \_\_\_\_\_

#### Other Exclusions

Are some education and general expenditures for professorships, research or other functions directly by foundations or other organizations so they are not included in Part B.

- a.  Yes Amount \$ \_\_\_\_\_  
b.  No

#### Employee Benefits

Specify from which of the following are employee benefits paid: (check one)

- a.  All employee benefits paid from institutional accounts are charged against Institutional (Part B, line 7) and not to the functional categories to which they are attributable.  
b.  All employee benefits paid from institutional accounts are charged against attributional categories (i.e. Instruction, Research, Public Service, Academic Support, Student Operation and Maintenance of Plant, Part B, lines 1-4,6-8) as well as to Institutional (Part B, line 7)

#### Agricultural Experiment Stations and Extensions Services (For Land Grant Institutions Only) (check all that apply)

- a.  Expenditures for agricultural experiment stations are included in Part B  
b.  Expenditures for agricultural extension services are included in Part B  
c.  Not Applicable

Expenditures	Line No.	Amount (whole dollars)
Expenditures for Library Acquisitions on Part B, line 5)	1	\$
Expenditures for Library Acquisitions added on Part B, line 5)	2	
Expenditures for Library Acquisitions (lines 1 and 2)	3	\$

### UTILITY EXPENDITURES FOR FISCAL YEAR 1987

Expenditure	Line No.	Amount (whole dollars)
Expenditures for Utilities (hospitals)	1	\$

### PHYSICAL PLANT ASSETS FOR FISCAL YEAR 1987

Asset	Line No.	Book Value At Beginning of Year	Additions During Year	Deductions During Year	Book Value At End of Year	Current Re
		(1)	(2)	(3)	(4)	(5)
	1	\$	\$	\$	\$	
	2					\$
nt	3					

### INDEBTNESS ON PHYSICAL PLANT FOR FISCAL YEAR 1987

Balances and Transactions	Line No.	Amount (whole dollars)
Owed on Principal at Beginning of Year	1	\$
Principal Borrowed During Year	2	
Payments Made on Principal During Year	3	
Owed on Principal at End of Year (plus line 2, minus line 3)	4	
Payments on Physical Plant Indebtness	5	

### DETAILS OF ENDOWMENT ASSETS FOR FISCAL YEAR 1987

Balances and Yield	Line No.	Book Value	Market Value	Am
		(1)	(2)	
Endowment Assets at the Beginning of 1 Year	1	\$	\$	
Endowment Assets at the End of 1 Year	2			

- STATEMENT OF CHANGES IN FUND BALANCES FOR FISCAL YEAR 1987

	Line No.	Current Funds 2		Loan Funds	Endowment and Similar Funds	Annuity and Life Income Funds	Plant Funds
		Unrestricted	Restricted				
		(1)	(2)				
Revenues (Includes Revenues)	1	\$	\$	\$	\$	\$	\$
Expenditures (Includes Expenditures)	2						
Transfers (Out of)	3						
Summary Increase/(Decrease) Year	4						
Balance at Beginning of Year	5						
Balance at End of Year	6						

All of row should sum to zero.

Include all current funds including those for auxiliary enterprises

Include the value of investment in physical plant

I - HOSPITAL REVENUES (To be completed by institutions responding on Part A, line 13)

Source	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
Government Appropriations	1	\$	\$	\$
Federal				
State	2			
Local	3			
Health and Services	4			
Gifts, Grants and Contracts	5			
Investment Income	6			
Sources	7			
(sum of lines 1-7, this total equal corresponding totals on Part A, line 13, columns 1 - 3)	8	\$	\$	\$

K - SCHOLARSHIP AND FELLOWSHIP EXPENDITURES (To be completed by institutions  
responding on Part B, line 9)

Source	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
Local Government	1	\$	\$	\$

and Federal revenue sharing funds (line 2). Federal appropriations received through State channels is a subset of line 2 and should be included in the line 2 total for Federal appropriations, as well as reported separately on line 3. On lines 4 and 5 report State and local appropriations respectively. (398-399)

LINE 6 - 8. Government Grants and Contracts. Report revenues from governmental agencies which are for specific research projects or other types of programs. Examples are research projects, training programs, and similar activities for which amounts are received and expenditures are reimbursable under the terms of a government grant or contract. Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as restricted current funds revenues (column 2). Related indirect costs recovered should be reported as unrestricted revenues (column 1). Include Pell Grants (formerly BEOC). Federal grants and contracts received through state channels should be reported on line 7, and state local appropriations on line 8. (399)

LINE 9. Private Gifts, Grants, and Contracts. Report revenues from private donors for which no legal consideration is involved and private contracts for specific goods and services provided to the funder as stipulation for receipt of the funds. Include only those gifts, grants and contracts that are directly related to instruction, research, public service, or other institutional purposes. Monies received as a result of gifts, grants, or contracts from a foreign government would be reported here. Include the estimated dollar amount of contributions and services on this line. (399)

LINE 10. Endowment Income. Report the income of endowment and similar funds. Income from funds held in trust by others under irrevocable trusts are to be included. Do not include capital gains or losses. If any such gains are spent for current operations, these should be treated as transfers, not revenues. Exclude endowment income for a hospital. Institutions that have adopted a spending formula by which they expend not only the yield, but also a prudent portion of the appreciation of the principal, should report the amount calculated by the "total return" concept. The amount so calculated should be adjusted for protection of the endowment principal from its loss of purchasing power if that provision is part of the spending formula. (399-400, 421-422)

LINE 11. Sales and Services of Educational Activities. Report revenues derived from the sale of goods or services that are incidental to the conduct of instruction, research or public service. Examples include film rentals, scientific and literary publications, testing services, university presses, and dairy products. (400)

LINE 12. Auxiliary Enterprises. Report here all revenues generated by or collected from auxiliary enterprise operations of the institution. Auxiliary enterprises are managed as essential self-supporting activities. Examples are residence halls, food services, student health services, college unions, college stores and barber shops. (401)

LINE 13. Hospitals. Include the revenues of a hospital operated by the institution. Include gifts, grants, appropriations, research revenues or endowment income. Include revenues of health clinics that are part of the hospital unless such clinics are part of the student health

cluded only those revenues associated with major federally funded research and development centers. (402)

LINE 16. Total Current Funds Revenues. Report here the sum of lines 01, 02, and 04 through 5, inclusive.

INSTRUCTIONS FOR PART B - CURRENT FUNDS EXPENDITURES AND TRANSFERS FOR FISCAL YEAR 1987

Current Funds Expenditures and Transfers. The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition cost of capital assets such as equipment and library books, to the extent current funds are budgeted for and used by operating departments for such purposes. (402)

Column 1. Unrestricted Expenditures. Report unrestricted current funds expenditures in column 1. These are the expenditures of unrestricted current funds revenues.

Column 2. Restricted Expenditures. Report restricted current funds expenditures in column 2. These are the expenditures of restricted current funds revenues.

Column 3. Total. Report the total current funds expenditures. This is the sum of columns 1 and 2.

Column 4. Salaries and Wages Without Employee Benefits. Report the amount of total expenditures for salaries and wages. Include the salaries and wages of all personnel, full-time, part-time, paid through each functional account. Do not include any expenditures for employee benefits as part of salary expenditures. Expenditures for employee benefits are to be reported on lines 24 - 26.

Column 5. Employee Compensation. Report for lines 23-27 the amount of employee compensation for each of the categories.

FUNCTIONS OF EXPENDITURES.

LINE 1. Instruction. Expenditures of the colleges, schools, departments, and other instructional divisions of the institution and expenditures for departmental research and public service that are not separately budgeted should be included in this classification. Include expenditures both credit and noncredit activities. Exclude expenditures for academic administration where the primary function is administration (e.g., academic deans). This category includes: general academic instruction; occupation and vocational instruction; special session instruction, community education; preparatory and adult basic education; and remedial and tutorial instruction conducted by the teaching faculty for the institution's students. (404-406)

LINE 2. Research. This category includes all funds expended for activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution. Do not report research sponsored programs (e.g., training programs). (406-407)

public service, include expenditures for libraries (requested separately on line 5), museum galleries, audio/visual services, academic computing support, ancillary support, administration, personnel development, and course and curriculum development. Include expenditures for veterinary and dental clinics if their primary purpose is to support institutional program. (Include line 5 expenditures in the line 4 total for academic support.) Note: Line 4 is NOT the sum of lines 1, 2, and 3. (408-409)

LINE 6. Student Services. Report funds expended for admissions, registrar activities, activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples are career guidance, counseling, financial aid administration, and student health services (except when operated as a self-supporting auxiliary enterprise). (409-410)

LINE 7. Institutional Support. Report expenditures for the day-to-day operational support of the institution, excluding expenditures for physical plant operations. Include general administrative services, executive direction and planning, legal and fiscal operations, and public relations/development. (410-411)

LINE 8. Operation and Maintenance of Plant. Report all expenditures for operations established to provide service and maintenance related to campus grounds and facilities used for educational and general purposes. Do not include expenditures made from the institutional plant funds account. (411-412)

LINE 9. Scholarships and Fellowships. Report all expenditures given in the form of outright grants and trainee stipends to individuals enrolled in formal coursework, either for credit or non-credit. Aid to students in the form of tuition or fee remissions should be included. (Exclude those remissions that are granted because of faculty or staff status. Charge these to staff benefits.) Do not report College Work Study Program expenses here; report the expenses where the student served (e.g., dining halls, line 13; for a professor, line 1). Include Pell Grants in column 2. (413-414)

LINE 10. Mandatory Transfers. Mandatory Transfers from current funds are those that must be made in order to fulfill a binding legal obligation of the institution. Report mandatory debt-service provisions relating to academic and administrative buildings, including (1) amounts set aside for debt retirement and interest; and (2) required provisions for renewal or replacements to the extent not financed from other sources. Include also the institutional matching portion for National Defense Student Loans (NDSL) when the source of funds is current revenue. Do not report transfer into the current fund (i.e., negative numbers.)

LINE 11. Nonmandatory Transfers. Include those transfers from current funds to other funds groups made at the discretion of the governing board to serve a variety of objectives, such as additions to loan funds, quasi-endowment funds, general or specific plant additions, voluntary renewals and replacement of plant, and prepayments on debt principal. (413)

LINE 12. Total Educational and General Expenditures and Transfers. Enter here the sum of lines 1 through 4 and 6 through 11.

unds for nonmandatory debt service provisions relating to hospitals. (415)

INE 19. Independent Operations. Include all funds expended for operations that are independent of or unrelated to the primary missions of the institution, although they may indirectly contribute to the enhancement of these programs. This category is generally limited to expenditures of a major Federally Funded Research and Development Center. Do not include the expenditures of operations owned and managed as investments of the institution by endowment funds. (Include the mandatory and nonmandatory transfers amounts on lines 20 and 21 in the line 19 amount.) (415-417)

INE 20. Mandatory Transfers for Independent Operations. Report the amount transferred from current funds for mandatory debt service provisions relating to independent operations. (416)

INE 21. Nonmandatory Transfers for Independent Operations. Report the amount transferred from current funds for nonmandatory debt service provisions relating to independent operations. (416)

INE 22. Total Current Funds Expenditures and Transfers. Report the sum of lines 12, 13, and 19.

INE 23. Total Salaries and Wages For E & G. Report total current funds expenditures for salaries and wages. This is the sum of column 4, lines 1-4, 6-8. Additional information on employee benefits paid from non-institutional accounts should be reported in Part C, Section

INE 24. Total Employee Benefits Paid From Institutional Accounts. Report the portion of employee benefits paid from institutional accounts on line 24. If no employee benefits are paid through institutional accounts, report a zero here.

INE 25. Total Employee Benefits Paid From Noninstitutional Accounts. Report the portion of employee benefits paid from noninstitutional accounts on line 25 that is not included in line 12 column 4. Additional information on employee benefits paid from noninstitutional accounts should be reported in Part C.

INE 26. Total Employee Benefits Paid From Noninstitutional Accounts. Report the portion of employee benefits paid from noninstitutional accounts on line 26 that is included in line 12 column 4. Additional information on employee benefits paid from noninstitutional accounts should be reported in Part C.

INE 27. Total Employee Compensation. Report total current funds expenditures for compensation. This is the sum of total salaries and wages and total employee benefits (lines 23 - 26).

INSTRUCTIONS FOR PART C - CLARIFYING QUESTIONS REGARDING TOTAL E & EXPENDITURES AND REVENUES

6. Intercollegiate Athletics. Indicate how intercollegiate athletics are funded and, if included in expenditures report, under which function are they included.

7. Other Exclusions. Report if there are other exclusions in the expenditures report.

8. Employee Benefits. These questions refer to the total employee benefits reports on Part C line 24. Indicate where employee benefits from institutional accounts are charged.

9. Agricultural Experiment Stations and Extension Services. If there is an agricultural experiment station(s), or agricultural extension services, please indicate and also indicate if such expenditures are included in Part B.

#### INSTRUCTIONS FOR PART D - LIBRARY EXPENDITURES FOR ACQUISITIONS FOR FISCAL YEAR 1987

LINE 1. Operating Expenditures for Library Acquisitions (Included on Part B, Line 5). Report total expenditures for library acquisitions that are included on Part B, line 5 (current fund expenditures). Library acquisitions include all print material, microfilm, microfiche, audio-visual materials such as records and films, and computer software. Do not include expenditures for hardware of any kind. For example, do not include expenditures for computer terminals, microfiche readers, record players, and projectors.

LINE 2. Other Expenditures for Library Acquisitions (Not Included on Part B, Line 5). Report other expenditures (capital funds) for library acquisitions, (excluding land and buildings), reported on Part B, line 5.

LINE 3. Total Expenditures for Library Acquisitions. Report all expenditures for library acquisitions, both current funds and capital funds. This is the sum of lines 1 and 2.

#### INSTRUCTIONS FOR PART E - UTILITIES EXPENDITURES FOR FISCAL YEAR 1987

LINE 1. Total Expenditures for Utilities. Report all expenditures for utilities in the operation and maintenance of plant, auxiliary enterprises, and independent operations. Exclude expenditures for hospitals. (412)

Utilities include expenditures for electricity, gas, fuel oil, coal, water, sewage, etc. used to provide heat, air conditioning, water, and sewage to institutional facilities. Expenditures for telephones and telephone services should not be included. If power is generated by the institution's own power plant, include the operating costs here.

#### INSTRUCTIONS FOR PART F - PHYSICAL PLANT ASSETS FOR FISCAL YEAR 1987

Report the values of land, buildings, and equipment owned, rented, or used by the institution. Do not include those plant values which are a part of endowment or other capital fund investments in real estate. Data for the institution that are not kept on the books of account should be excluded.

COLUMN 5. Current Replacement Value (est.). Report or estimate the current costs to replace buildings owned or used by the institution. Report recent appraisal value or what is currently carried as insurance replacement value. Do not include the replacement values of buildings which are a part of endowment or other capital fund investments in real estate. This figure is not a book value figure.

#### INSTRUCTIONS FOR PART G - INDEBTNESS ON PHYSICAL PLANT FOR FISCAL YEAR 1987

Part G, report data on indebtedness liability against the physical plant. Include auxiliary enterprises facilities as well as educational and general facilities. Examples of auxiliary enterprises facilities are those used for operation of housing, food service, bookstores, other units which are classified as auxiliary enterprises. Enter zeroes if the institution has no indebtedness.

E 1. Balance Owed on Principal at Beginning of Year. Balance owed on indebtedness principal at the beginning of the year is that amount shown on the liability section of the plant balance sheet.

E 2. Additional Principal Borrowed During Year. Additional principal borrowed during the year is loans negotiated through bonds, mortgages, notes, or any other type of financing (including short-term notes) and amounts borrowed from other institutional funds for physical plant.

E 3. Payments Made On Principal During Year. Payments on plant loans principal during the year is amount used to reduce the principal of loans, regardless of the source of funds.

E 4. Balance Owed on Principal at End of Year. Balance owed on indebtedness principal at the end of the year is that amount shown in the liability section of the plant fund balance sheet. It is the sum of line 1 plus 2, less line 3.

E 5. Interest Payments on Physical Plant Indebtness. Interest payments on physical plant indebtedness. Report the total interest charges paid during the fiscal year on physical plant indebtedness. Exclude principal repayments (see line 3).

#### INSTRUCTIONS FOR PART H - DETAILS OF ENDOWMENT ASSETS FOR FISCAL YEAR 1987

Part H, report the amounts of gross investments of endowment, term endowment and quasi-endowment (funds functioning as endowment). DO NOT reduce investments by liabilities. Part H, (Part I, column 4 requests endowment funds net of liabilities and, therefore, is different from the totals reported for Part H.)

E 1. Value of Endowment Assets at the Beginning of the Fiscal Year. Report the value of endowment in the first column and the market value in the second column. (If market value on some investments is not available, use whatever value was assigned by the institution reporting market values in the annual financial report.)

owment income earned over and above the amount authorized to be spent under  
ending rule."

E 5. Transfer from the Endowment Fund to the Current Fund (only for those institu  
ploying the total return concept and spending rule). Report amount transferred from  
owment funds to current funds.

STRUCTIONS FOR PART I - STATEMENT OF CHANGES IN FUND BALANCES FOR FISCAL Y  
87

"Statement of Changes in Fund Balances" describes the total institutional flow of funds  
of, and among all the various fund groups. Also included in a summary of the net change  
these flows (including beginning and ending balances) for each fund group. (See figure  
Higher Education Finance Manual.) These figures should be obtained directly from  
ited general purpose financial statements, specifically from the "Statement of Change  
and Balance."

COLUMN (1). Unrestricted Current Funds. Report those funds that the institution's management  
y use for any purpose it deems necessary. Include unrestricted funds that are designated by  
institution's governing board for a specific use. Include auxiliaries.

COLUMN (2). Restricted Current Funds. Report those funds that are given to the institution  
for very specific aspect of the institution's current operations. Include auxiliaries.

COLUMN (3). Loans Funds. Report those funds that have been loaned, or are available  
ns to students, faculty, and staff. Do not include loans made to the institution.

COLUMN (4). Endowment and Similar Funds. This fund group includes funds whose principal  
is expendable and that are intended to be invested to provide earnings for institutional  
clude term endowment and quasi-endowment funds.

COLUMN (5). Annuity and Life Income Funds. This category includes all funds carrying  
population that the institution make payments to one or more specified beneficiaries.

COLUMN (6). Plant Funds. Report all unexpended plant funds, funds for renewal  
placement, funds for debt service charges and for the retirement of indebtedness, and  
count of institutional funds invested in physical plant facilities (other than those of endow  
similar funds). Report the plant fund balance, that is, the value of physical plant  
ated outstanding debt. Include the value of investment in physical plant.

E 1. Additions. Report all monies, including revenues but excluding transfers, added to  
d groups during the fiscal year.

E 2. Deductions. Report all funds, including expenditures but excluding transfers, flo  
t of any of the fund groups during the fiscal year.

up.  
E 6. Fund Balance at End of Year. Report the total of the fund balance after all of  
ditions, deductions, and transfers described in the statement.

PART J - HOSPITAL REVENUES (To be completed by institutions responding on Part A, line

This section requests detail on hospital revenues reported in Part A, line 13. If the institution has fiscal control over a major, public service hospital, the revenues for, or generated by, the hospital should be reported here.

COLUMN (1) Unrestricted. Report current funds earned during the reporting period that were available for meeting the expenses of a hospital. Include current funds that were designated by the president, board of trustees, et al) for hospitals.

COLUMN (2) Restricted. Report current funds restricted (by the donor) for use in meeting operating expenses. Report restricted revenues to the extent that such funds are expended.

COLUMN (3) Total. Report the sum of columns (1) and (2).

E 1. Federal Appropriations. Report amount appropriated by the Federal government for the operation of a hospital.

E 2. State Appropriations. Report the amount appropriated by the State government for the operation of a hospital.

E 3. Local Appropriations. Report the amount appropriated by local government for the operation of a hospital.

E 4. Sales and Services. Report revenues (net of discounts, allowances, and provisions for doubtful accounts) generated by hospitals from daily patient, special, and other services. Revenues of health clinics that are part of a hospital should be included in this category.

E 5. All Gifts, Grants, and Contracts. Report the sum of gifts, grants, and contracts provided by governmental agencies, private sources (businesses, foundations, individuals), and foreign governments that were for the operation of a hospital.

E 6. Endowment Income. Report that portion of endowment income (Part A, line 10) that was for the operation of a hospital.

E 7. Other Sources. Report all items of revenues not covered elsewhere.

E 8. Total. Report the total hospital revenues. This is the sum of lines 1-7. The total on this line must equal the corresponding totals on Part A, line 13, columns 1-3.

COLUMN 2. Restricted. Report restricted current funds expenditures that were received for the express purpose of providing scholarships and fellowships in column 2.

COLUMN 3. Total. Report total current funds expenditures by source for scholarships and fellowships in column 3. This is the sum of columns 1 and 2.

LINE 1. Federal Government/Pell Grants. Report the amount of Pell Grants disbursed to our institution.

LINE 2. Federal Government/Other Federal. Report expenditures for scholarships and fellowships, excluding Pell Grants, that were received from Federal government agencies. Examples include SEOGs and exclude College Work-Study funds. SSGs would normally appear as a State source.

LINE 3. State Government. Report expenditures for scholarships and fellowships that were provided by your State.

LINE 4. Local Government. Report expenditures for scholarships and fellowships that were provided by local governments.

LINE 5. Private. Report expenditures for scholarships and fellowships received from private sources (e.g., business, foundations, individuals, foreign governments).

LINE 6. Institutional. Report expenditures for scholarships and fellowships from revenue that were generated by your institution. Examples include tuition and fees revenue, endowment income, sales and services of educational activities, and other sources. Exclude funds received from governmental or private sources (lines 1-6, above).

LINE 7. Total Scholarship and Fellowship Expenditures. Report the total expenditures for scholarships and fellowships. This is the sum of lines 1-6. The totals on this line must equal the corresponding totals on Part B, line 9, columns 1-3.

Current Funds Expenditures and Transfers. The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition cost of capital assets, supplies, equipment and library books, to the extent current funds are budgeted for and used by operating department for such purposes. (402)

Current Funds Revenues. This includes (1) all unrestricted gifts, grants, and other resources received during the reporting period and (2) restricted resources to the extent that such funds have been expended. Current fund revenues do not include restricted current funds received but not yet expended because these revenues have not been earned. (396)

Employee Benefits. Employee Benefits include retirement plans, social security, medical/dental plans, guaranteed disability income protection, tuition plans, housing, employment compensation, group life insurance, Workmen's compensation, and other benefits with cash options. It includes vacation and sick leave only to the extent expended.

Restricted Current Funds. Those funds available for financing operations but which are limited by external factors and other external agencies to specific purposes, programs, departments, or services. Externally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. (394-395)

Unrestricted Current Funds. All funds received for which no stipulation was made by the donor or by another external agency as to the purpose for which they should be expended. (394)

**institution is not represented by a coordinator at  
State level, please return the form directly to:**

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**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

port Covers Finance Activity for Fiscal Year 1987.

Dates for this Fiscal Year: \_\_\_\_\_, 19\_\_\_\_ to \_\_\_\_\_, 19\_\_\_\_

**CURRENT FUNDS REVENUES<sup>1</sup> BY SOURCE FOR FISCAL YEAR 1987**

Source of Funds	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total
		(1)	(2)	(3)
nd Fees	1	\$	\$	\$
ent Appropriations, nd Contracts	2			
ral	3			
and Local	4			
3 Services tional Activities	5			
ources	6	\$	\$	\$
urrent Funds Revenues (lines 1 through 5)				

s available for meeting current operating expenditures.

**CURRENT FUNDS EXPENDITURES FOR FISCAL YEAR 1987**

Function of Expenditures	Line No.	Amount (whole dollars)			Amount for and Wages Employee (Include column)
		Unrestricted	Restricted	Total	
		(1)	(2)	(3)	
al and General ction	1	\$	\$	\$	
arships and Fellowships	2				
& G Expenditures	3				

## D - LIBRARY EXPENDITURES FOR ACQUISITIONS FOR FISCAL YEAR 1987

Expenditure	Line No.	Amount (whole dollars)
Expenditures for Acquisitions	1	\$

E - SCHOLARSHIP AND FELLOWSHIP EXPENDITURES (To be completed by institutions  
depending on Part B, line 2)

Source	Line No.	Amount (whole dollars)		
		Unrestricted	Restricted	Total (3)
		(1)	(2)	
Federal Government	1	\$	\$	\$
All Grants	2			
Other Federal	3			
State Government	4			
Local Government	5			
International	6			
Scholarship and Fellowship Expenditures (sum of lines 1-6, total must equal corresponding amount on Part B, line 2, cols. 1-3)	7	\$	\$	\$

## GENERAL INSTRUCTIONS

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report. The categories of current funds revenues (Part A) and current funds expenditures (Part B), are consistent with the College and University Business Administration (published in 1982 by the National Association of College and University Business Officers), the Higher Education Finance Manual and the HEGIS Financial Reporting Guide (published in 1975 and 1980, respectively, by the National Center for Education Statistics), and with the Audits of Colleges and Universities (as amended August 31, 1984) by the American Institute of Certified Public Accountants.

Numbers in parentheses at the end of paragraphs refer to pages in College and University Business Administration.

All data should be reported in whole dollars only; omit cents. For any item on the report where exact data do not exist, please give estimates. Items are cited by column and line numbers.

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

## PERIOD OF REPORT

Report finances for the fiscal year that ended in 1987; indicate the start and end dates of the fiscal year followed by your institution.

## INSTRUCTIONS FOR PART A - CURRENT FUNDS REVENUES BY SOURCE FOR FISCAL YEAR 1987

Current Funds Revenues. Include (1) all unrestricted gifts, grants and other resources earned during the reporting period and (2) restricted resources to the extent that such funds were expended for current operating purposes. Current funds revenues do not include restricted current funds received but not expended because these revenues have not been earned (396).

COLUMN (1). Unrestricted Revenues. Report all unrestricted revenues earned during the current fiscal year from each of the listed sources. (396)

COLUMN (2). Restricted Revenues. Report restricted revenues that were expended for current operating purposes from each of the listed sources. (396)

COLUMN (3). Total Revenues. The total is the sum of the unrestricted and restricted

LINE 2-3. Government Appropriations, Grants and Contracts.

Include all amounts received by or made available to the institution through acts of legislative body or bodies (line 2 Federal and line 3 state and local). These funds are for meeting current operating expenses or for specific research projects or other types of programs. Examples are research projects, training programs, and similar activities for which amounts are received or expenditures are reimbursable under the terms of a government grant or contract. Amounts equal to direct costs incurred should be recorded as charges against current restricted funds and reported as restricted current funds revenues (column 2). Related indirect costs recovered should be reported as unrestricted revenues (column 1). Include Pell Grants (formerly BEOGs). In addition to reporting it here, also report details of restricted student assistance in Part E. (398-399)

LINE 4. Sales and Services of Educational Activities. Report revenues derived from the sales of goods or services that are incidental to the conduct of instruction, research or public services. Examples include machine shop products, data processing services provided by students as part of their instruction, cosmetology services, sales of handcrafts prepared in classes. Also, report here all revenues generated by or collected from auxiliary enterprises operations of the institution. Auxiliary enterprises are managed as essentially self-supporting activities. Examples are food services, student health services, and retail stores. (400-401)

LINE 5. Other Sources. Include all items or revenues not covered elsewhere. Examples are interest income and gains (net of losses) from investments of unrestricted current funds. Include revenues resulting from the sales and services of internal service departments to persons or agencies external to the institution (e.g., the sale of computer time). (401)

LINE 6. Total Current Funds Revenues. Report here the sum of lines 1 through 5, inclusive.

INSTRUCTIONS FOR PART B - CURRENT FUNDS EXPENDITURES FOR FISCAL YEAR 1987

Type of Expenditures. Report both unrestricted and restricted current funds expenditures each of the functions listed. (402-404)

Column 1. Unrestricted Expenditures. Report unrestricted current funds expenditures in column 1. These are the expenditures of unrestricted current funds revenues.

Column 2. Restricted Expenditures. Report restricted current funds expenditures in column 2. These are the expenditures of restricted current funds revenues.

Column 3. Total. Report full total current funds expenditures. The sum of columns 1 and 2.

Column 4. Salaries and Wages Without Employee Benefits. Report the amount of total expenditures for salaries and wages. This amount should have been included in column 1. Include the salaries and wages of all personnel, full and part-time, for lines 1 and 3. D

o staff benefits.) Include Pell Grants in column 2. (413-414)

LINE 3. Other E & G Expenditures. Report all other expenditures made by the institution or activities related to the operation of the institution. These would include expenditures

- a) Provide non-instructional services beneficial to groups external to the institution. Include expenditures for community services and cooperative extension services. (407-408)
- b) Support the institutions' instructional mission through academic administration, personnel development, and course and curriculum development. (408-409)
- c) Provide services to students outside the context of formal instruction, through such means as career guidance, counseling, financial aid administration and student health services. Include the administrative allowance for Pell Grants. (409-410)
- d) Support the day-to-day operations of the institution, including general administrative services, planning, legal and fiscal operations. (410-411)
- e) Support the operation and maintenance of the physical facilities of the institution. (411-412)
- f) Provide financial aid to students enrolled in formal coursework, including aid to students in the form of tuition or fee remissions. Pell grants would be included in column (2) this line. (413-414)

LINE 4. Auxiliary Enterprises. This category includes those essentially self-support operations which exist to furnish a service to students, faculty, or staff, and which charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are food services or retail stores. (413-414)

LINE 5. Total Current Funds Expenditures. Report the sum of lines 1, 2, and 3.

LINE 6. Total Employee Benefits. Report the total fringe benefits paid for salaries reported on lines 1 and 2. If no fringe benefits are paid through institutional accounts, report a zero. If only some fringe benefits are paid through institutional accounts or if only some persons whose salaries were reported on lines 1 and 2 receive fringe benefits, report the proportion of employee benefits actually paid by the institution.

Employee benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection, tuition plans, housing plans, unemployment compensation, group life insurance, workmen's compensation, and other benefits in kind or cash options. It includes vacation and sick leave only to the extent expended.

#### INSTRUCTIONS FOR PART C - UTILITY EXPENDITURES FOR FISCAL YEAR 1987

LINE 1. Total Expenditures for Utilities. Report all expenditures for utilities in the oper-

Report all expenditures for scholarships and fellowships from governmental, private, and institutional sources. These include Pell Grants and SEOGs. SSIGs would normally appear as a State source. Report portable student aid from another State as a State source. Exclude College Work-Study Program expenditures.

Scholarships are defined as grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students. Also fellowships are defined as grants-in-aid and trainee stipends to graduate students. It does not include funds for which services to the institution must be rendered, such as payments for teaching, or student loans.

COLUMN 1. Unrestricted. Report unrestricted current funds expenditures for scholarships and fellowships in column 1.

COLUMN 2. Restricted. Report restricted current funds expenditures that were received for the express purpose of providing scholarships and fellowships in column 2.

COLUMN 3. Total. Report total current funds expenditures by source for scholarships and fellowships in column 3. This is the sum of columns 1 and 2.

LINE 1. Federal Government/Pell Grants. Report the amount of Pell Grants disbursed to your institution.

LINE 2. Federal Government/Other Federal. Report expenditures for scholarships and fellowships, excluding Pell Grants, that were received from Federal government agencies. Include Supplemental Educational Opportunity Grants (SEOGs). Exclude College Work-Study funds. State Student Incentive Grants (SSIGs) would normally appear as a State source.

LINE 3. State Government. Report expenditures for scholarships and fellowships that were provided by your State.

LINE 4. Local Government. Report expenditures for scholarships and fellowships that were provided by local governments.

LINE 5. Private. Report expenditures for scholarships and fellowships from private sources (e.g., business, foundations, individuals, foreign governments).

LINE 6. Institutional. Report expenditures for scholarships and fellowships that were generated by the institution. Examples include tuition and fees revenues, endowment income, sales and services of educational activities, and other sources. Exclude funds received from governmental or private sources (lines 1-5, above).

LINE 7. Total Scholarship and Fellowship Expenditures. Report the total expenditures for scholarships and fellowships. This is the sum of lines 1-6. The totals on this line must equal the corresponding totals on Part B, line 2, columns 1-3.

following definitions are arranged in alphabetical order:

Current Funds Expenditures and Transfers. The costs incurred for goods and services used in the conduct of the institution's operations. They include the acquisition cost of capital assets, such as equipment and library books, to the extent current funds are budgeted for and used by operating department for such purposes. (402)

Current Funds Revenues. This includes (1) all unrestricted gifts, grants, and other resources earned during the reporting period and (2) restricted resources to the extent that such funds have been expended. Current fund revenues do not include restricted current funds received but not expended because these revenues have not been earned. (396)

Employee Benefits. Employee Benefits include retirement plans, social security, medical/dental plans, guaranteed disability income protection, tuition plans, housing, unemployment compensation, group life insurance, Workmen's compensation, and other benefits with cash options. It includes vacation and sick leave only to the extent expended.

Restricted Current Funds. Those funds available for financing operations but which are limited by external factors and other external agencies to specific purposes, programs, departments, or schools. Internally imposed restrictions are to be contrasted with internal designations imposed by the governing board on unrestricted funds. (394-395)

Unrestricted Current Funds. All funds received for which no stipulation was made by the donor or other external agency as to the purpose for which they should be expended. (394)

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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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State level, please return the form directly to:**

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**CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate and timely.

IS NOT APPLICABLE TO YOUR INSTITUTION BECAUSE ANY OF THE EXCLUSIONS CITED BELOW EMBRACE ALL OF  
INSTRUCTIONAL FACULTY. PLEASE MARK THE APPROPRIATE ITEM BELOW AND RETURN THE SURVEY FORM.

INSTRUCTIONAL FACULTY AT THIS INSTITUTION  
CLINICAL OR CLINICAL MEDICINE

INSTRUCTIONAL FACULTY AT THIS INSTITUTION  
BASED ON A PART-TIME BASIS.

ALL OF THE INSTRUCTIONAL FACULTY AT THIS INSTITUTION  
CONTRIBUTE SERVICES (E.G. MEMBERS OF A RELIGIOUS ORDER),  
OR ARE MILITARY PERSONNEL

Title:  
Phone Number:

**SALARIES AND TENURE OF FULL-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1987-88**

RANK*	LINE NO.	FACULTY WITH TENURE	NON-TENURED FACULTY		TOTAL NUMBER OF FACULTY (COLS. 1-3)
			Those on Tenure Track	Those Not on Tenure Track	
1					\$
2					\$
3					\$
4					\$
5					\$
6					\$
1-6)	7				\$
8					\$
9					\$
10					\$
11					\$
12					\$
RANK*	13				\$
14					\$

LINE NO.	FACULTY WITH TENURE (1)	NON-TENURED FACULTY		TOTAL OF FACULTY (COLS. 1-3) (4)	PER CENT OF TENURED FACULTY (COLS. 1-3) (5)
		Those on Tenure Track (2)	Those Not on Tenure Track (3)		
16					S
17					S
18					S
19					S
20					S
DANK*	21				S
(5-21)	22				S
	23				S
	24				S
	25				S
	26				S
	27				S
DANK*	28				S
	29				S
Y +29)	30				S
AN	31				S

**PART B - FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY  
ON 9/10-MONTH AND 11/12-MONTH SALARY CONTRACTS, ACADEMIC YEAR 1987-88**

FRINGE BENEFITS	FACULTY WITH 9/10-MONTH CONTRACTS		FACULTY WITH 11/12-MONTH CONTRACTS	
	LINE NO.	EXPENDITURE (IN WHOLE DOLLARS) ( 1 )	NUMBER COVERED ( 2 )	EXPENDITURE (IN WHOLE DOLLARS) ( 3 )
PLANS IN SOCIAL SECURITY WITHIN 5 YEARS	1	\$		\$
AFTER 5 YEARS	2			
DENTAL PLANS	3			
DISABILITY INCOME PROTECTION	4			
AN RESTRICTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	5			
RESTRICTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	6			
JURIS TAXES	7			
ENT COMPENSATION TAXES	8			
INSURANCE	9			
COMPENSATION TAXES	10			
FITS IN KIND WITH CASH OPTIONS	11			
	12	\$		\$

purpose of this report is to collect the numbers, salaries and fringe benefits of national faculty employed by your institution. The numbers are to be reported by contract academic rank and tenure status. The salaries are to be reported by contract length, sex, and fringe benefits are to be reported by type of benefit and contract length.

#### INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the pre-address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

Exclusions From Reporting. This report may not be applicable to your institution because your instructional faculty embrace one of the categories of exclusion. If this is the case, check the appropriate category and return the form to NCES.

#### CODE OF REPORT

Report request data on full-time instructional faculty employed (including those under contract not yet in the payroll system) by your institution as of October 1, 1987.

#### INSTRUCTIONS FOR PART A. SALARIES AND TENURE OF FULL-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1987-88

Reporting the numbers of faculty, include those members of the Instruction/Research staff employed full time (as defined by the institution) and whose major regular assignment is instruction, including those with release time for research. Report instructional faculty on sabbatical leave at their regular salaries even though the faculty member may be receiving a reduced annuity. Include full-time replacements for those on leave without pay. Chairmen of departments should be reported (if they have no other administrative title and hold a faculty position) at their contracted faculty salary. Faculty should be reported as having 9/10-month or 12-month salaries on the basis of the contracted (teaching) period, not on the basis of the number of installments in which salaries are paid.

Do not report the numbers, salaries, nor fringe benefits for any of the groups of employees listed below:

1. Replacements for those on sabbatical leave.
2. Instructional faculty for preclinical and clinical medicine. If this statement applies to instructional faculty at your institution, please mark the appropriate exclusion category.  
(NOTE: Instructional faculty in all other health fields, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported.)
3. Instructional faculty who are employed on a part-time basis. If this statement applies to instructional faculty at your institution, please mark the appropriate exclusion category.

devote part of their time to classroom instruction.

7. Undergraduate or graduate students who assist in the instruction of courses, bearing titles such as teaching assistant, teaching associate, teaching fellow, etc.

#### Categorization of Faculty By Contract Length

##### Faculty on 9/10-Month Salary Contracts – Part A, Section I

The term, 9/10-month salary contract, applies to faculty who teach for two semesters, three quarters, two trimesters, two four-month sessions, or the equivalent.

In reporting faculty by academic rank, use the institution's designations. Institutions which do not use standard academic ranks should report all instructional faculty in the category, "No Academic Rank". When reporting tenure status use the institution's criteria or requirements for tenure.

Column (1). Faculty With Tenure. For each line report the number of full-time instructional faculty with tenure.

Column (2). Non-tenured Faculty on Tenure Track. For each line report the number of full-time instructional faculty who are non-tenured, but are in positions which lead to consideration for tenure.

Column (3). Non-tenured Faculty Not on Tenure Track. For each line report the number of full-time instructional faculty who are non-tenured and are not in positions which lead to consideration for tenure.

Column (4). Total Number of Faculty. For each line report the sum of columns (1), (2) and (3).

Column (5). Total Salary Outlay. For each line report to the nearest whole dollar the salary outlay for those faculty reported in column (4).

##### Faculty on 11/12-Month Salary Contracts – Part A, Section II

The term, 11/12-month salary contract, applies to faculty employed for the entire year. These faculty members are usually employed for 11 months of teaching.

In Part A, Section II, report the data for full-time instructional faculty on 11/12-month salary contracts. Follow directions for Part A, Section I for reporting data in columns (1) through (5).

##### Faculty on Less Than 9/10-Month Salary Contracts – Part A, Section III

In Part A, Section III, report data for full-time instructional faculty on less than 9/10-month salary contracts.

INSTRUCTIONS FOR PART B. FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL  
FACULTY, ON 9/10-MONTH AND 11/12-MONTH SALARY CONTRACTS, ACADEMIC  
YEAR 1987-88

Report the projected fringe-benefit expenditures which will be paid by the institution, local government or State, to full-time instructional faculty during the academic year. Fringe benefits should be reported only for those salaried instructional faculty reported in Part A of this survey, excluding those on less than 9/10-month salary contracts (Section III). The fringe benefits for all (male plus female) faculty on 9/10-month contracts should be reported in Part B, column (1) indicating the number covered in column (2). Similarly, the fringe benefits for all faculty on 11/12-month contracts should be reported in Part B, column (3) indicating the number covered in column (4).

Fringe benefits are defined as cash contributions in the form of supplementary or deferred compensation other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Expenditures should be reported to the nearest whole dollar. When an expenditure is reported for a fringe benefit, the number of persons receiving the benefit should also be reported.

LINES 1 and 2. Retirement Plans (other than Social Security). Report contributions by the institution, State and local government toward retirement on lines 1 or 2 according to the vesting provisions of the institution's retirement plan. A vested retirement plan is defined as one in which the full amount of the contribution by the institution, State and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.

On line 1, report contributions toward retirement if they become vested in the faculty member not later than the end of the 5th year of full-time service at the institution and are not lost to the member if the member leaves the institution or moves to another state if the institution's retirement vesting provision meets the 5-year criterion. Report contributions to the retirement plan on line 1 even though some faculty members may have been employed less than 5 years.

On line 2, report expenditures for retirement plans in which the employer's contribution becomes vested in the faculty member after 5 years or only upon retirement.

LINES 3. Medical/Dental Plans. Report contributions to insurance plans which provide for hospital, medical, surgical, or dental care.

LINES 4. Guaranteed Disability Income Protection. Report expenditures, through insurance or otherwise, for long-term disability income payments (defined as salary in excess of 12 months) and not covered in other retirement or insurance plans listed on this form. These payments are not to consist of the accumulation of unused sick-leave benefits.

LINE 6. Housing Plan. Report the expenditures in the form of cash payments or subsidies to faculty members for off-campus or institution-owned housing. If faculty members have the option of choosing off-campus housing, please check "No" on Line 6. If the housing plan only applies to institution-owned housing, please check "Yes" on Line 6. If the number of faculty members who will receive the housing benefit in the academic year is unknown when this report is being prepared, apply the current rate for this benefit to the number of faculty members receiving the housing benefit in that year to derive an estimate.

LINE 7. Social Security Taxes. Report the F.I.C.A. taxes if covered by Social Security calculated at the rate effective January 1, 1987.

LINE 8. Unemployment Compensation Taxes. Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount which would otherwise be paid to the State.

LINE 9. Group Life Insurance. Report expenditures by the institution to support the group life insurance program.

LINE 10. Workman's Compensation Taxes. Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount which would otherwise be paid to the State.

LINE 11. Other Benefits in Kind With Cash Options. Report personal benefits in kind if the faculty member has, without the imposition of conditions, the option of taking a payment if the person prefers to use the money in some other way. Since the object is the measurement of income available for personal consumption, as distinct from professional purposes, benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) should not be included.

LINE 12. Totals. Report the sum of the figures reported in each of the "Expenditure" columns (1 and 3).

The total "Number Covered" is an unduplicated count of persons participating in one or more benefit plans (excluding those on line 5); not the sum of all figures reported in either of the "Number Covered" columns. Please verify that the number covered on each line in Part B (with the exception of line 5) does not exceed the sum of the total reported on lines 15 and 30 (column 4) in Part A.

#### POTENTIALITY OF DATA

Confidentiality of individuals' salaries will be preserved in accordance with Title V, Section 504, Education Amendments of 1974 (Public Law 93-380, 93rd Congress, August 21, 1974), part A of the General Education Provisions Act by adding at the end thereof a new Section

The tapes will contain all of the data items on the report (except those which might be sensitive), as well as the names of institutions submitting the reports.

STAFF. Those persons who are on the payroll of the institution or reporting are classified by the institution as full-time employees in a particular job classification of job title. Includes faculty who are on Sabbatical Leave, and persons who are on leave remain on the payroll. Employees whose services are paid by an outside contractor perform function for the institution such as custodial, maintenance, or food service, security, persons who volunteer or donate these services to the institution are not considered staff.

INSTRUCTIONAL STAFF. Instruction/Research staff who are employed full-time as defined by the institution and whose major regular assignment is instruction, including those with released time for research.

TENURE. Status of a personnel position, or a person occupying a position or occupying a position with respect to permanence of position.

TENURE TRACK. Positions that lead to consideration for tenure.

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# **IPEDS**

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**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

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## **COMPLETION INSTRUCTIONS:**

**When the survey form is completed, please return it to your State coordinator for forwarding to CS. If your institution is not represented by a coordinator at the State level, please return the form directly to:**

**IPEDS PROCESSING CENTER -**

## **CONTACT FOR QUESTIONS:**

**If there are any questions about this form, contact:**

## **DUE DATE:**

*This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.*

Identification No.

Name of Respondent:

Title:

Phone Number:

## T A - NUMBER OF PERSONS EMPLOYED BY POSTSECONDARY EDUCATION INSTITUTION

Employees as of October 1, 1987 Primary Occupational Activity <sup>1</sup>	Line No.	Number of Employees			
		Full-time		Part-time	
		Men (1)	Women (2)	Men (3)	Women (4)
Executive, Administrative and Managerial	1				
Faculty (Instruction/Research)	2				
Instruction/Research Assistants	3				
Professional Non-Faculty	4				
Technical and Paraprofessionals	5				
Office and Secretarial	6				
Arts and Crafts	7				
Police/Maintenance	8				
Total, (Sum of lines 1 through 8)	9				

Excludes casual employees or students in the College Work-Study Program

## T B - CONTRACTED OR DONATED SERVICES

## INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the preprinted address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

## PERIOD OF REPORT

All persons on the payroll of the institution as of October 1, 1987 are to be included in this report.

## INSTRUCTIONS FOR PART A - NUMBER OF PERSONS EMPLOYED BY POSTSECONDARY EDUCATION INSTITUTIONS

- A. Report in columns 1-4 men and women by their full-time/part-time status as of October 1, 1987. This status is to be determined by the institution. The attached definitions should assist in clarifying full-time/part-time status.
- B. Each employee must be accounted for in one and only one of the occupational activity categories in Part A lines 1-8. If an employee is engaged in two or more separate activities, the employee should be reported according to their principal activity. The institution should determine what constitutes the principal activity. Do not include casual employees, students in the College Work-Study Program, or those whose services are contracted by or donated to the institution in this report.

The following instructions will assist in the assignment of employees to primary occupational activity categories:

### Line 1. Executive, Administrative and Managerial.

Report all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgement, and to direct the work of others. Report in this category all officers holding titles such as President, Vice President, Dean, Director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as Associate Dean, Assistant Dean, Executive Officer of academic departments (department heads, or the equivalent) if their principal activity is administrative.

NOTE: Supervisors of professional employees are included here, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.

Report all students employed on a part-time basis for the primary purpose of assisting classroom or a laboratory instruction or in the conduct of research. These positions are typically held by graduate students having such titles as teaching assistant, teaching associate, teaching fellow, or research assistant. Exclude any student in the College Work-Study Program.

Line 4. Professional Non-Faculty.

Report all persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as librarians, accountants, persons who sell educational services, student personnel workers, counselors, systems analysts, and coaches.

Line 5. Technical and Paraprofessionals.

Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as is offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Include computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aids, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational activity categories which are institutionally defined as technical assignments.

Include persons who perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience than normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

Line 6. Clerical and Secretarial.

Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmed) and/or information and other paper work required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.

Line 7. Skilled Crafts.

Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Include mechanics and machinists, electricians, stationers, printers, boilermakers,

Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel.

Line 9. Total.

Report the sum of all employees counted on lines 1 through 8.

7. INSTRUCTIONS FOR PART B - CONTRACTED OR DONATED SERVICES

If the institution contracts with outside firms for services, either in whole or in part, or receives donated services (volunteers, services provided by the Systems Office for which the branch is not charged, etc.) which would otherwise be provided by paid employees, check the appropriate box. If a service for which your institution contracts is not listed, check "other".

The following definitions are arranged in alphabetical order:

FULL-TIME STAFF. Those persons who are on the payroll of the institution (or report unit) and are classified by the institution as full-time. Includes persons who are on sabbatical leave, and persons who are on leave but remain on the payroll.

PART-TIME STAFF. Those persons who are on the payroll of the institution (or report unit) and are classified by the institution as part-time. Students in the College Work-Study Program or casual employees (e.g. persons who are hired to help with registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff.

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your State coordinator for forwarding to OEO. If your institution is not represented by a coordinator at the State level, please return the form directly to:

**IPEDS PROCESSING CENTER -**

**CONTACT FOR QUESTIONS:**

If there are any questions about this form, contact:

**DUE DATE:**

This form is authorized by law (20 U.S.C. 1221 e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

## LIBRARIES

Identification Number: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PART A - NUMBER AND HOURS OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1987**

ITEM	LINE NO.
<i>EXCLUDE MAIN OR CENTRAL LIBRARY</i>	1
SERVICE HOURS	2

**PART B - LIBRARY STAFF, FALL 1987**  
*(EXCLUDE MAINTENANCE AND CUSTODIAL STAFF)*

STAFF	LINE NO.
AFF	3
CES STAFF / TO BE REPORTED ONLY BY PRIVATELY CONTROLLED	4

. . . . . L I B R A R Y O F L I A B L I T Y I N D U S T R I E S , F I N A N C I A L P L A N 1959

**SECTION I. STANDARD OPERATING EXPENDITURES**

CATEGORY	LINE NO.	\$
<i>EXCLUDE SERIAL SUBSCRIPTIONS AND MICROFORMS!</i>		
<i>INCLUDE ALL PHYSICAL FORMATS!</i>		
<i>EXCLUDE SERIAL SUBSCRIPTIONS!</i>		
RE	10	\$
IALS	11	\$
	12	\$
	13	\$
	14	\$
	15	\$
	16	\$
	17	\$
XPENDITURES	18	\$
DIUTURES	19	\$
<i>ISUM OF LINES 8 THROUGH 18!</i>		
SECTION II. SELECTED SPECIAL EXPENDITURES		
	20	\$
	21	\$
SERVICES	22	\$

CATEGORY	LINE NO.	TOTAL NUMBER ADDED DURING FISCAL YEAR ( 1 )
NOT GOVERNMENT DOCUMENTS //INCLUDE BOUND PERIODICALS EXCLUDE MICROFORMS.	25	
DOCUMENT TITLES* //NOT REPORTED ON LINES 25 AND 26// TIONS //INCLUDE PERIODICALS, NEWSPAPERS AND //	26	
ES* REPRESENTED BY MICROFORMS	27	
ES* REPRESENTED BY MICROFORMS	28	
DOCUMENT TITLES* REPRESENTED BY ALREADY COUNTED	29	
ALL UNITS (NOT TITLES) OF ALL TYPES OF MICROFORMS ES //IN LINEAR FEET//	30	
NUMBER OF UNITS	31	
OF TITLES*	32	
NUMBER OF UNITS	33	
OF TITLES*	34	
NUMBER OF TITLES*	35	
NUMBER OF TITLES*	36	
NUMBER OF TITLES*	37	
NUMBER OF TITLES*	38	
NUMBER OF TITLES*	39	
NUMBER OF TITLES*	40	

PART E - LIBRARY LOAN TRANSACTIONS, FISCAL YEAR 1987

CATEGORY	LINE NO.
LIBRARIES	41
LIBRARIES	42
LIBRARIES	43
LIBRARIES	44

PART F - LIBRARY SERVICE PER TYPICAL WEEK, FALL 1987

CATEGORY	LINE NO.
LIBRARIES	45
LIBRARIES	46
LIBRARIES	47
LIBRARIES	48
LIBRARIES	49
LIBRARIES	50

used in this report. If an exact figure is not available for a particular item, but the amount to be greater than zero, ENTER AN ESTIMATE OF THE AMOUNT. Refer to the American Standard for Library and Information Sciences and Related Publishing Practices-Library Statistics for information on estimation methods and other definition clarifications. Items which are left blank are interpreted as zero or not relevant to your library. Request help from your business office regarding library expenditure and contracted salary, wage, and fringe benefit data.

### INSTITUTIONAL IDENTIFICATION

In the space provided at the top of the report, make any necessary corrections to the present address information. Also, please enter the name, title, area code and phone number of the person responsible for completing the report.

### PERIOD OF REPORT

Report information for the following time periods:

Fiscal year 1987 - a 12-month period between June 1, 1986 and September 30, 1987. This period corresponds to your institution's fiscal year.

Typical week in fall semester, 1987 - a typical week is one without holidays when the central library is open during its regular hours for general use.

Fall 1987 - the point in time in the fall of 1987 when the survey form is being completed.

### INSTRUCTIONS FOR PART A - NUMBER AND HOURS OF PUBLIC SERVICE OUTLETS, FISCAL YEAR 1987

BRANCH LIBRARIES (line 1). Report the number of branch libraries at your institution that are open during the entire period of the fiscal year 1987. (DO NOT COUNT THE MAIN OR CENTRAL LIBRARY.) Branch libraries are defined as separate auxiliary units which have all of the following: (1) separate quarters, (2) a permanent basic collection of books, (3) a permanent staff, and (4) a regular schedule for opening to the public. These may, however, be administered from a central unit. (For certain types of institutions, they are part of the main library and share the same FICE code as the central library.)

ANNUAL PUBLIC SERVICE HOURS (line 2). Report the total hours of public service of the main library and of all branches during fiscal year 1987. If the main library is open 60 hours per week (60 X 52 weeks = 3120), less 5 days of 10 hours each closed for holidays, the main library is 3120 less 50 = 3070 hours. If 3 branch libraries are also open the same number of hours as the main library (regardless of whether or not all facilities are open at the same time) the aggregate for the library is 4 X 3070 = 12,280 hours.

### INSTRUCTIONS FOR PART B - LIBRARY STAFF, FALL 1987

FULL-TIME EQUIVALENT (FTE) EMPLOYEES. Report the sum of the number of full-time employees and the number of full-time equivalent of the part-time employees. To compute full-time equivalents for part-time employees, take the number of hours worked by a part-time employee and divide by the number of hours CONSIDERED BY THE REPORTING LIBRARY TO BE A FULL-TIME WORK-

TRIBUTED SERVICES STAFF (line 5). Report the total FTE of contributed services staff should be reported only by religious institutions or institutions affiliated with religious or theological organizations. Publicly controlled institutions receiving volunteer or contributed services (if any) should exclude data respecting such services in this report.

DENT ASSISTANCE FROM ALL FUNDING SOURCES (line 6). Report the total FTE for students receiving financial assistance from all funding sources. This includes students employed on an hourly basis whose wages are charged either to the library budget or to a budget other than the library budget. Exclude maintenance and custodial staff.

AL FTE STAFF (line 7). Report the sum of lines 3 through 6.

#### STRUCTIONS FOR PART C - LIBRARY OPERATING EXPENDITURES, FISCAL YEAR 1987

C has been divided into two sections to facilitate reporting. All operating expenditures should be reported in Section I, Standard Operating Expenditures, which includes lines for items that appear in library operating budgets. Section II, Selected Special Expenditures, includes line items for expenditures which may appear in different places on different library budgets. (For example, book searching may be considered collection expenditures in some libraries. In others, it may be reported under "other operating expenditures.") Section II is a subset of Section I and most items that would have been reported as "other operating expenditures." They are requested here, however, so trends in these important areas may be documented.

ENDITURES (lines 8 - 24). Report the funds expended from the library budget in fiscal year 1987, regardless of when the funds may have been received from Federal, State, or other resources. Expenditures should be reported for the 12-month period which corresponds to your library's fiscal year, between the calendar period June 1, 1986, to September 30, 1987. Report all expenditures in dollars.

#### SECTION I: Standard Operating Expenditures

SALARIES AND WAGES (line 8). Report expenditures for full-time and part-time salaries and wages before deductions, but exclude fringe benefits provided by your institution for all nonlibrary staff. Exclude contributed services, maintenance and custodial staff, and students serving on an hourly basis.

RINGE BENEFITS (line 9). Report the sum of all fringe benefits provided by your library to nonlibrary staff whose salaries and wages are shown on line 8. Fringe benefits are defined as contributions in the form of supplementary or deferred compensation other than salary. An employee's contribution should be excluded when determining the dollar value of fringe benefits. Fringe benefits include: retirement plans, medical plans, guaranteed disability income protection plans, pension plans, housing plans, social security taxes, unemployment compensation plans, group insurance plans, workmen's compensation, and other benefits in-kind with cash options. If no benefits are not paid from the library budget, please enter a zero.

PRINT MATERIALS (line 10). Report expenditures for all materials consisting primarily of words usually produced by making an impression with ink on paper. Included in this category are materials such as books, periodicals, maps, charts, atlases, microfilm, microfiche, and other printed materials.

ties, they may include monographic and publisher's series.

OFORMS (line 12). Report expenditures for all photographic reproductions of textual, graphic materials reduced in size so that they can be used only with magnification. The types of microforms are microreproductions on transparent material (roll microfilm, apes, microfiche, and ultrafiche) and reproductions on opaque materials. Exclude descriptions.

PUTER SOFTWARE (line 13). Report expenditures for all programs, procedures, and documentation that instruct the computer to perform certain tasks. This excludes the p components of a computer (hardware).

OVISUAL MATERIALS (line 14). Report expenditures for all library materials that are displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as graphic and three-dimensional materials.

ER (line 15). Report any expenditures for other collection materials not placed in lines

SERVATION (line 16). Report any expenditures spent on the specific measures, individual or collective, undertaken for the repair, maintenance, restoration, or protection of library materials, including but not limited to binding and rebinding, materials conversion, deacidification, lamination, and restoration.

PMENT (line 17). Report expenditures for all library equipment purchased during the 1987 fiscal year. Include microform equipment, audiovisual equipment and computer related equipment.

OTHER OPERATING EXPENDITURES (line 18). Report expenditures for travel, rental, maintenance, postage and freight, printing, replacement of equipment and furnishings, supplies, membership costs and students working on an hourly basis. Exclude expenditures for utilities, maintenance and operation, and capital outlay.

AL OPERATING EXPENDITURES (line 19). Report the sum of lines 8-18.

ITION II: Selected Special Expenditures. (Note: These expenditures should have been included in lines 8-18)

STAGE (line 20). Report all expenditures for postage and delivery, including U.S. Mail and commercial delivery services during the 1987 fiscal year.

COMMUNICATIONS (line 21). Report any separately billed expenditures for all types of telephone services and for such services as electronic mail, teleconferencing, telefacsimile, telex, etc.

TRACTED COMPUTER SERVICES (line 22). Report any costs related to purchased

ONLINE DATABASE SEARCHING (line 23). Report any expenditures for all reference transactions which the source utilized is one or more databases searched online by computer.

COMPUTER HARDWARE (line 24). Report any costs related to the purchase of computers, printers or any physical component of a computer.

INSTRUCTIONS FOR PART D - LIBRARY COLLECTIONS, FISCAL YEAR 1987

TOTAL NUMBER ADDED DURING FISCAL YEAR (Column 1). Report the number of each category added. Do not subtract the number withdrawn.

TOTAL NUMBER HELD AT END OF FISCAL YEAR (Column 2). Report the total number of each category held at end of fiscal year.

VOLUMES (line 25). Report the number of volumes of any printed, typewritten, handwritten, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbacked, which has been catalogued, classified, or otherwise made ready for use.

TITLES (line 26). Report the number or titles of any publication which forms a separate bibliographic whole, whether issued in one or several volumes, reels, disks, slides, or parts. This applies equally to printed materials, such as books and periodicals, as well as to audiovisual materials and microforms. Report the number of items for which a separate shelflist entry has been made. (SHELFLIST: A record of materials in a library, arranged in the order in which the materials stand when they are shelved or stored.) Thus, six copies of the same edition of a title count as one title; two editions of the same title which have been catalogued or recorded separately count as two titles; a set of six monographs for which six shelflist entries have been made counts as six titles; and two multivolume sets of the same edition for which one shelflist entry has been made count as one title.

GOVERNMENT DOCUMENT TITLES (line 27). Report the number of materials in book, serial, or other form of library materials that are published by a government agency. These include publications of federal, state, local, and foreign governments and of intergovernmental organizations to which governments belong and appoint representatives (e.g. the United Nations, Organization of American States, and the Erie Basin Commission). Government documents that are catalogued and shelved with the regular collection should be reported on lines 25 and 26. Only government documents that are organized separately should be reported on line 27.

CURRENT SERIAL SUBSCRIPTIONS (line 28). Report the number of different titles subscribed and not the number of individual issues (exclude duplicate subscriptions). Include periodicals, newspapers, and government documents issued serially.

MICROFORMS (lines 29-31). Report the number of different titles of materials for each of the different categories that have been photographically reduced in size for storage, protection, and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: microfilm, microcard, and microfiche. These are also called micro-

ART MATERIALS (line 35). Report the number of units of materials for viewing without sound. Materials may or may not be projected or magnified. They include art originals, art prints, reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, prints, and the like.

AUDIO MATERIALS (line 36). Report the number of titles of materials on which sounds (only recorded (recorded) and that can be reproduced (played back) mechanically, electronically, or otherwise. These materials include audiocassettes, audiocartridges, audiodiscs, audioreels, talking books, and other sound recordings.

FILMS (line 37). Report the number of titles of films, with or without recorded sound, bearing a sequence of images that create the illusion of movement when projected in rapid succession (usually 18 or 24 frames per second). Films are produced in a variety of sizes (8, super 8, 16, 35, 55, and 70 mm) and a variety of formats (cartridge, cassette, loop, reel).

VIDEO MATERIALS (line 38). Report the number of titles of materials on which both pictures and sounds are recorded. Electronic playback reproduces both pictures and sounds using a television receiver or monitor.

MACHINE-READABLE MATERIALS (line 39). Report the number of titles of materials designed to be processed by a machine, usually a computer, either as input or as output, that are recorded on them in some form. These materials include data files and computer programs. Typically, these files are stored on such media as punched cards, paper tape, magnetic disks, and digital videodisks. These materials exclude computer outputs that are eye-legible and can be read with magnification. Include microcomputer software in this category.

OTHER LIBRARY MATERIALS (line 40). Report here any materials not already included on lines 38-39.

#### INSTRUCTIONS FOR PART E - LIBRARY LOAN TRANSACTIONS, FISCAL YEAR 1987

CIRCULATION TRANSACTIONS (lines 41-42). Report the number of items lent from the general collection and reserve (line 42) collections of the library separately, for use usually (although not always) outside the library. These activities include charging, either manually or electronically, and renewals, each of which is reported as a circulation transaction.

INTERLIBRARY LOANS (line 43-44). Report the number of transactions in which library materials, copies of the materials, are made available by one library to another upon request. Loans include providing (line 43) and receiving (line 44). Libraries involved in these interlibrary loans can be under the same administration or on the same campus.

#### INSTRUCTIONS FOR PART F - LIBRARY SERVICE PER TYPICAL WEEK, FALL 1987

Select data during a typical week in the fall and report the numbers here. A typical week is defined as a week in which the library is open for its regular hours and contains no holidays. Open consecutive calendar days, from Sunday through Saturday, or whatever days the library is normally open that period. If data are available for an entire year rather than for a typical week,

same evening the total remains 42 but if it is open 2 hours on another evening, or from 7:00 on the evening when Branch A is open later, the total becomes 44 hours during which persons can find service.

ATTENDANCE IN LIBRARY (line 46). Report the total number of persons entering the library during the reporting period, including persons attending activities, meetings, and those persons requiring no services.

LIBRARY USE OF LIBRARY MATERIALS (line 47). Report the total number of materials utilized in the library but not checked out. These materials include reference books, periodicals, book sets, and all other library materials that are used WITHIN the library. (For a method of counting in-library use please refer to Output Measures for Public Libraries-ALA, 1982.)

REFERENCE TRANSACTIONS (line 48). Report the total number of reference transactions. A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. Information sources include printed and non-printed materials, machine-readable databases (including computer assisted instruction), catalogs and other holdings, cards, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. Include information and referral services. A contact that includes reference and directional services should be reported as one reference transaction. When a staff member utilizes information gained from a previous use of information sources to answer a question, report as a reference transaction, even if the source is not consulted again during the transaction. Duration should not be an element in determining whether a transaction is reference or directional.

DIRECTIONAL TRANSACTIONS (line 49). Report the total number of directional transactions. A directional transaction is an information contact which facilitates the use of the library in which the contact occurs and which does NOT involve the knowledge, use, recommendation, interpretation, or instruction in the use of any information sources other than those which describe the library, its schedules, floor plans, handbooks, and policy statements. Examples of directional transactions include giving instruction in locating, within the library, staff, library users, or physical features, or giving assistance of a non-bibliographic nature with machines.

INFORMATION SERVICE TO GROUPS (line 50-51). Report the total number of presentations made and the total number of persons served by those presentations (line 51). An information service contact is one which a staff member or person invited by a staff member provides information intended for a number of persons and planned in advance. Information service to groups may be for bibliographic instruction or library use presentations, or it may be cultural, recreational, or educational presentations. Presentations both on and off the library premises should be included as they are sponsored by the library. Do not include meetings sponsored by other groups in the library meeting rooms.

ONLINE DATABASE SEARCHES (line 52). Report the number of reference transactions in which the resource utilized is one or more databases searched online by a computer. These should also include

OKS. Nonperiodical printed publications bound in hard or soft covers, or in loose-leaf form at least forty-nine pages, exclusive of the cover pages, or a juvenile nonperiodical publication of any length bound in hard or soft covers.

UND PERIODICALS. A publication in any medium intended to appear indefinitely at regular intervals, generally more frequently than annually. Individual issues are numbered consecutively or dated and normally contain separate articles, stories, or other writings. Do include newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings.

RARY. An organized collection of printed, microform, and audiovisual materials which (a) is administered as one or more units, (b) is located in one or more designated places, and (c) includes printed, microform, and audiovisual materials as well as necessary equipment and services of a nature accessible to students and to faculty. This includes units meeting the above definition which are part of a learning resource center.

SPAPERS. Those serials that are designed mainly to be a primary source of information on current events. They may also include articles as well as illustrations, advertisements, legal notices, and vital statistics. Newspapers appear with a masthead and are usually printed in newspaper without a cover.

ERVE COLLECTION. Those materials that have been removed from the general library collection and set aside in a library so that they will be on hand for a certain course of study or activity in progress. Usually, the circulation and the length of loan of items in a reserve collection are restricted so that these items will be available to many users who have need of them within a limited time period.

RIALS. Publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks), memoirs, proceedings, and transactions of societies; they may include monographic series and publishers' series.